

Application form

Please use this application form rather than submitting a letter and CV. Completed forms should be returned to us by email (contact details below).

The details given here will be held in confidence. As part of our equal opportunities policy, the first page will be detached on receipt. This information will not be used when shortlisting candidates.

Please complete this form electronically. Please contact us at pete.capener@bwce.coop if this is a problem. See last section for details on how to apply.

# Job title of post you are applying for

Administrator

# Personal details

Title

Name

Address

Postcode

Phone (home)

Mobile

Email

## I declare the information provided within this application form to be true

Signed

Date

# Education and training

## Please provide details of your education and qualifications

|  |  |  |
| --- | --- | --- |
| **Secondary schools, Colleges, Universities attended** | **From/ to** | **Qualifications (please give details of relevant aspects of course if not clear)** |
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**Membership of professional bodies (by examination and date of admission, where appropriate)**

**Other professional/management training e.g. short courses etc.**

       Date

       Date

       Date

# Previous employment

## Please provide details of your previous employment, starting with your current or most recent position. These fields will expand if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Job title and key tasks (please be brief)** | **From/to** | **Reason for leaving** | **Final salary** |
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1. Candidate Statement

**Please indicate how your skills and experience fit you for this post, ensuring that you show how you meet the specifications outlined in the Job Description and giving any information you consider appropriate to your application, including why you want to work for Bath & West Community Energy.**

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1. Referees

**Please provide the names of two people who can act as referees.** References will only be taken up after interview, as required.

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| **Name** | **Position** | **Address, phone number and email, if available** |
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1. General

**If Shortlisted for interview, would you be able to attend on: 17th Feb 2021** YES [ ]  NO [ ]

## If no, please give alternative dates

**Do you hold a current full driving licence?** YES [ ]  NO [ ]

**If appointed, when could you start?**

**Please tell us where you heard about this vacancy**

The closing date for applications is **5pm on 1st February 2021.**

Please return this form by **email** to pete.capener@bwce.coop

If you submit your application by email, we will send confirmation of receipt. We aim to contact candidates shortlisted for interview before 5pm on 10th February. If you haven’t been contacted, please assume that your application has been unsuccessful.

Bath & West Community Energy (Registered office) The Guild Hub, High Street, Bath BA1 5EB

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www.bwce.coop