

# 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 or contact [info@bwce.coop](mailto:info@bwce.coop) if this is a problem. See the last section for details and dates for the application process.

## 1) Job title of post you are applying for

Home Energy Advisor

## 2) Personal details

Title

---

Name

---

Address

---

---

Postcode

---

Phone (home)

---

Mobile

---

Email

---

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

Signed

---

Date

---



### 3) 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)

Membership of professional bodies (by examination and date of admission, where appropriate)

---



---

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

---

Date

---

Date

---

Date

---



#### 4) 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



5) 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, using the STAR (Situation, Task, Action, Result) method and giving any information you consider appropriate to your application, including why you want to work for Bath & West Community Energy.



## 6) Referees

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

Name	Position	Address, phone number and email, if available

## 7) General

If Shortlisted, could you interview on the 10<sup>th</sup> and 11<sup>th</sup> June?

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 application deadline for the post is **Tuesday 27<sup>th</sup> May at 5pm**. Invitations to interview will be issued by the 4<sup>th</sup> of June. We will generally not contact candidates unless we invite you to an interview.
- Interviews will be held on the **10<sup>th</sup> and 11<sup>th</sup> June**, in person at our central Bath office: Universal House, Queen's Parade Place, Bath, BA1 2NN. Or virtually, on Teams, by request.

Bath and West Community Energy is an equal opportunity employer and encourages applications from individuals of all backgrounds. To support this, we will remove your name from the application form prior to scoring.

Please save this form with your name in the file name and return this form by **email** to [admin@bwce.coop](mailto:admin@bwce.coop). We will send confirmation of receipt.

Bath & West Community Energy (Registered office) Universal House, Queen's Parade Place, Bath, BA1 2NN  
Registered with the Financial Conduct Authority as a Community Benefit Society No. 30960R  
[www.bwce.coop](http://www.bwce.coop)