





For Office Use Only:

Candidate Number:

EMPLOYMENT APPLICATION FORM

# CONFIDENTIAL

IEA Environmental Projects Ltd is committed to becoming an Equal Opportunities Employer.

All appointments will be made in line with our Equal Opportunities policy.

Please complete in type or black ink.

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| **POST TITLE: CLOSING DATE: POST REFERENCE:** | | | | |
| **PERSONAL DETAILS:** | | | | |
| Surname:  First Names:  Telephone: Home:  Work: | | Address:    Postcode:  Email Address: | | |
| **EDUCATION AND TRAINING** (Please include all education and training undertaken) | | | | |
| School/College/Other | Qualification | | Grade | Year |
| **TRAINING & MEMBERSHIP OF PROFESSIONAL BODIES** | | | |  |
| Please detail below membership of any professional organisations/institutes, including date and grade of membership; and details of any training courses that you have attended and awards achieved, including dates, which you feel may be relevant to your application: | | | |  |

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| **EMPLOYMENT HISTORY** | | | | | |
| Present Employment | | | | | |
| Name and Address of Present Employer: | | | Job Title:  Date Commenced:  Present Salary:  Period of Notice Required: | | |
| Duties:    Reason for wishing to leave: | | | | | |
| **PREVIOUS EMPLOYMENT:** From most recent post | | | | | |
| Dates  From – To | Employer | Job Title/Duties | | Salary | Reason for  leaving |

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| **EXPERIENCE AND ACHIEVEMENTS** |
| Please explain how you would relate your education, training and experience (including that not related to employment) to the requirements of the post for which you are applying. |
| **LEISURE INTERESTS** |
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| **REFERENCES:** | |
| Please give the names, addresses, telephone numbers  and status of three referees who are willing and able to  give an opinion on your abilities and academic/professional experience. One referee should be your present or  past employer.  ***Please note: References will only be taken out if you have been offered, and accepted, a position with the Company.*** | 1.  Email address:- |
| 2.  Email address:- | 3.  Email address:- |
| If your present employer is not quoted please state reason why.  If an offer is made and accepted we reserve the right to contact your present employer. | |
| **ADDITIONAL INFORMATION:** | |
| Where did you learn of this vacancy?  Please give any dates in the near future when you are not available for interview.  Please supply details of any unspent Criminal convictions as defined under the Rehabilitation of Offenders Act 1974.  Do you require any special arrangements to be made to assist you if called for interview? Please provide details: | |
| **DATA PROTECTION ACT 1998** | |
| The information comprising you application will be stored as hard copy. Some information will also be stored electronically. The information will be used in the selection process, and, if you are appointed, will also be used for the purposes of human resources administration. Such usage will be subject to the provisions of the Data Protection Act 1998. | |

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| **DECLARATION**  **You must read the following very carefully before you sign the declaration:**  I confirm that the information that I have given is complete and accurate. Furthermore, if I am selected for (and accept) the position, I understand that **IEA Environmental Projects Ltd** (the “company”) has the right to terminate my contract at any time if any of the information I have given is incomplete, misleading or inaccurate. I also agree :   * that the company may take out references from any of my previous employers and from the personal referees above if I am selected for the position for which I am now applying; * that the company may check any qualifications and grades I have gained * to the company providing any of my details to a third party to check any of the above * if it is found that any of the above information is false the job offer will be withdrawn.   **Signed : Date :** |
| Thank you for completing this application form. Please return it to:  **Mrs Tricia Watkins**  **Office & Finance Manager**  **IEAGHG**  **Pure Offices**  **Cheltenham Office Park**  **Hatherley Lane**  **Cheltenham**  **GL51 6SH**  **or e-mail:** [**tricia.watkins@ieaghg.org**](mailto:tricia.watkins@ieaghg.org)  We look forward to hearing from you. |