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| **Role applied for:** | **Energy Advice Coordinator**  |

**Section 1: Personal Information**

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| **Name:**  |  |
| **Home Address:** |  |
| **Email:**  |  |
| **Home Phone Number:**  |  |
| **Mobile Phone Number:**  |  |

**Section 2: Education and Training**

Please provide details of secondary and Higher/Further Education, starting with the most recent.

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| **Dates** | **Awarding Body/Institution** | **Qualification/Certificate** | **Grade** |
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| **Please give details of any other training or professional development completed which you feel may be relevant to this application.** |
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**Section 3: Employment History**

Please provide details of your employment history, both paid and voluntary, starting with the most recent. Please add additional rows if needed.

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| **Dates** | **Paid or Voluntary?** | **Employer**  | **Job Title and Main Responsibilities *(max 100 words for each role)*** | **Reason for Leaving**  |
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| **What is your notice period in your current role, if applicable?**  |  |

**Section 4: Personal Statement**

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| **Please describe what attracts you to this role and outline how you think your own personal values align with those of The Welcoming.** (max. 300 words) |
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| **Please outline how you feel your skills, experience, knowledge, achievements, and personal attributes are relevant to this role, with reference to the Job Description and Person Specification.** (max. 500 words)  |
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**Section 5: References**

Please provide details of two people who are willing to act as referees in support of your application. Both should be from employers listed in Section 3. One should be from your most recent employer.

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| **1st Referee** | **2nd Referee** |
| **Name:**  |  |  |
| **Job Title:** |  |  |
| **Organisation:**  |  |  |
| **Work relationship to you:**  |  |  |
| **Address:** |  |  |
| **Email:**  |  |  |
| **Phone:**  |  |  |
| **May we contact this referee before interview?** |  |  |

**Section 6: Declarations**

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| **Do you have any convictions that are not treated as spent under the terms of the Rehabilitation of Offenders Act 1974?** |  |
| **If you have answered yes, please provide details.**  |  |

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| **Do you know any employee or Board member at The Welcoming?** *(This information is required to ensure appropriate selection of the shortlisting and interview panel. This will not affect your application.)* |  |
| **If you have answered yes, please provide details, including their relationship to you.**  |  |

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| **Please complete and submit the Equal Opportunities Monitoring form along with your application.** This information helps The Welcoming to better serve our community by understanding who we are attracting to our organisation. This information is used for monitoring purposes only. It will be held anonymously and will not be seen by those responsible for making selection decisions. You can find the Equal Opportunities Monitoring Form here: <https://forms.gle/A962nPktwjAs2SCr8>  |

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| **I verify that, to the best of my knowledge, the information supplied on this application form is correct.****I have also completed the Equal Opportunities Monitoring form.** **Please sign and date below.**  |
|  |

**Supplementary notes: Please read before submitting your application**

1. Please email your completed application form by the closing date of 5pm on Friday 30th September to sophie@thewelcoming.org
2. Please submit your application form in Word, rather than PDF format.
3. Please note that The Welcoming does not have the capacity to provide individual feedback on applications which are not selected at shortlisting stage. Individual feedback will be offered only to candidates who attend interview.
4. Interviews are due to be held on Tuesday 11th October.
5. If you are invited to interview, please let us know in advance if you require any reasonable adjustments.
6. Wherever possible, interviews will be held in person.
7. If you are successful at interview, any subsequent offer will be conditional of receipt of two satisfactory references, proof of right to work in the UK and proof of any relevant qualifications.

**Data Protection Statement**

The Welcoming Association treats personal data collected during the application process in strict confidence, in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in The Welcoming’s Privacy Notice. Application forms, shortlisting and interview notes in relation to unsuccessful candidates are retained for six months after interview.