|  |  |
| --- | --- |
| **Position applied for:** | Project Assistant |
| **Return completed form to:** | [info@muirhallenergy.co.uk](mailto:info@muirhallenergy.co.uk)  or  Director of Business Operations  Muirhall Energy  Muirhall Farm  Auchengray  Carnwath, ML11 8LL |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present post:** | | **Job title:** | |
|  | |  | |
| **Company:** | | **Date started:** | |
|  | |  | |
| **Salary and benefits:** | | | |
|  | | | |
| **Major duties and responsibilities:** | | | |
|  | | | |
| **Previous posts (please start with the most recent; use an additional sheet if necessary)** | | | |
| **Job title:** | **Company:** | **Dates (from-to):** | **Salary:** |
|  |  |  |  |
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**Education/training**

|  |  |
| --- | --- |
| **Secondary education establishment:** | **Subject/qualifications/grade:** |
|  |  |
| **Further/higher education establishment:** | **Subject/qualifications/grade:** |
|  |  |
| **Other relevant training, professional qualifications or work-related skills (for example languages, etc):** | |
|  | |
| **Are you undertaking any course of study at present? (if so, please give details)** | |
|  | |
| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | |
|  | |
| It is the Company's policy to verify the qualifications of all successful job applicants. | |
| **Supporting information**  Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary. | |

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| --- | --- | --- |
| **Other details** | | |
| What is the notice required in your present post? | | |
|  | | |
| Is your present post your sole regular employment? (Please circle) | Yes | No |
| Are there any restrictions on your right to work in the UK? (Please circle) | Yes | No |
| If yes, please state restrictions and the expiry date of any permissions. | | |
|  | | |
| Do you have a full UK driving licence? (Please circle) | Yes | No |
| Do you have any current endorsements? (Please circle) | Yes | No |
| Do you have use of a car? (Please circle) | Yes | No |
| Where did you see the advertisement for the post? | | |
|  | | |

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| **Accessibility** | | |
| **Do you require any special arrangements to be made for your interview to allow full accessibility?** | Yes | No |
| If "yes", please give brief details of the effects of any disability or concerns on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | |

**References**

Please give the details of two referees, stating how long you have known them (one of whom should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Email address:** | **Email address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Data protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The Company treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company's job applicant privacy notice.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicant's signature  ……………………………………………………………………………  **Note**: Any false, incomplete or misleading statements may lead to dismissal. |
| **Application Q1:**  **Explain how you might deal with requests to carry out non-routine tasks in addition to your planned daily workload.**  **Application Q2:**  **What feedback have you received about your communications style and skills from colleagues, tutors, managers and customers? How do you adapt your style to suit the intended recipient?** |

**Applicant’s personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Email address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |

##### End of Application Form

##### Closing Date for applications: 27th January, 2022