

*Cumbria Action for Sustainability*

Job Application Form

Project Support Officer – Zero Carbon Cumbria

**This application form is designed to be completed in Microsoft Word. The document is ‘unprotected’, allowing you to add rows to tables if necessary. Please use size 11 font and do not alter the formatting of the document in other ways.**

Please use this application form - do not send a separate CV as these will not be considered.

**Closing date for return of applications is 9am Monday 2nd November and applicants will be informed by Wednesday 4th November if they are invited to interview.**

**N.B. Interviews are planned for Wednesday 11th November 2020 by video/telephone conference.**

**If you are selected for interview, you will also be asked to undertake some computer-based exercises as part of the interview process.**

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| **SURNAME**  | **FULL FORENAMES** |
| **Home Address:**  |
| **Address for communications (if different):**  |
| **Tel. Numbers: Home:** | **Work:**  |
| **Mobile:** | **Email:**  |
| **Are you a licensed car driver?**  |
| **Do you have access to a car for work?**  |
| **If no, please outline (in under 50 words) how you plan to travel independently throughout rural Cumbria.** |
| **What notice are you required to give your present employer?** |
| **How did you hear about this job?** |

**EDUCATION & QUALIFICATIONS**

Give details of Secondary Schools, Universities or other educational establishments attended along with any educational certificates, professional or other qualifications and training with the standard obtained.

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| **Name of Establishment** | **Level** | **Subject** | **Grade** | **Date** |
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If necessary, please add additional rows to the table above to enable you to add details of other establishments or qualifications.

**OTHER RELEVANT TRAINING**

Give details of any other education/training undertaken that you feel is relevant to your application.

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| --- | --- | --- | --- |
| **Subject** | **Organisation** | **Level** | **Date** |
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If necessary, please add additional rows to the table above to enable you to add details of other relevant training.

**PARTICULARS OF ALL EMPLOYMENT**

These should be in date order, starting with most recent employer and there should be no gaps unaccounted for. Please include unpaid work if relevant.

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| --- | --- | --- | --- | --- |
| **Name & full address of employer** | **Start date** | **End date** | **Position held & duties undertaken** | **Salary/ Grade** |
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If necessary, please add additional rows to the table above to enable you to add details of other employers.

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| **To assist us in our selection of a suitable candidate, please outline the skills and abilities you can bring to this job including any special qualities that you feel might differentiate you from other candidates.** *Guidance note: When filling in this section, please identify how your experience and abilities relate to the skills and attributes listed in the person specification. Please submit no more than 2 x A4 pages of typed information at font size 11.* |
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**ADDITIONAL INFORMATION**

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| **Give details of any other information that you consider relevant to your application. (Up to 1 x A4 page using Arial font, size 11.)** |
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**REFEREES**

Give the name, occupations, postal addresses and email or phone number of two responsible persons to whom you are not related and to whom reference can be made. One referee must be your present or most recent employer.

**Note: References will only be taken up on shortlisted candidates and will be requested before interviews, unless you indicate otherwise below.**

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| **Relationship:** |  | **Relationship:**  |
| Current employer?  |  | Current employer?  |

**Can we contact your current employer prior to interview?** YES/NO

Canvassing directly or indirectly shall disqualify the candidate concerned.

All information contained in this form will be treated as **STRICTLY CONFIDENTIAL.**

Due to the expected number of applicants, only candidates being invited for interview will be contacted following the shortlisting process.

I declare that the information contained in this form is to the best of my knowledge correct.

**Date: Name:**

**Signature (if returning hard copy by post):**

**Please mark your email with the role you are applying for. Completed applications to be sent to** **office@cafs.org.uk** **or paper copies sent to**

**CAfS, Eden Rural Foyer, Old London Road, Penrith, Cumbria, CA11 8ET**