**Application Form**

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| --- | --- |
| Position applied for |  |
| Where did you hear about this role? |  |
| Date |  |

**Your Details**

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Contact Number |  |
| E-mail |  |

**Driving License**

Do you hold a full UK driving license (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Do you have any endorsements? If yes please give details including the date and offence code

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**Right To Work**

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?

(please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If NO, please provide details of your current immigration status.

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**Rehabilitation of Offenders**

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974 (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If YES, please provide details

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**Employment History**

Please provide a breakdown of your employment history with your current/most recent employment first. Please account for any periods on non-employment, if applicable (continue on additional sheets if necessary).

Please include the following information:

* Name of employer
* Position
* Employment dates (from and to)
* Main responsibilities
* Reason for leaving

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**Education**

Please provide details of the School/College/University you attended with the most recent first (continue on additional sheets if necessary).

Please include the following information:

* Name of School/College/University
* Qualifications achieved including grades

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**Professional Training & Development**

Please provide details of the any professional training and development you have undertaken. Please include dates and details of whether licenses, accreditation etc. are current or the date lapsed (continue on additional sheets if necessary). Examples include:

* vocational training
* qualifications achieved
* licenses or accreditation
* membership of any professional bodies

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**Personal Statement**

Please use the space below for any additional information you wish to provide in support of your application (continue on additional sheets if necessary)

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**References**

Offers of employment are subject to two satisfactory references, one of which must be your current or most recent employer. Please provide details of your referees below. Please note that references will not be sought until an offer of employment has been made.

**Reference 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | | | |
| Job Title |  | | | |
| Company |  | | | |
| Address |  | | | |
| Tel |  | | | |
| E-mail |  | | | |
| Relationship to you |  | | | |
| Your previous job title |  | | | |
| Employment Dates | From |  | To |  |

**Reference 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | | | |
| Job Title |  | | | |
| Company |  | | | |
| Address |  | | | |
| Tel |  | | | |
| E-mail |  | | | |
| Relationship to you |  | | | |
| Your previous job title |  | | | |
| Employment Dates | From |  | To |  |

If you require any particular arrangements when attending an interview or assessment day, please give details.

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**Applicant’s Declaration**

I certify that the information given in this form is correct and acknowledge that any false statement renders me liable to summary dismissal

|  |  |
| --- | --- |
| Full Name |  |
| Signature |  |
| Date |  |

Please return your application form marked Private and Confidential to:

Julia Wilde – HR Assistant

AES Sustainability Consultants

4b Oaklands Court, Tiverton Way

Tiverton Business Park

Tiverton, Devon, EX16 6TG

E-mail: [recruitment@aessc.co.uk](mailto:recruitment@aessc.co.uk)

Please note that you will not automatically receive acknowledgement that your application has been received.

If you would like confirmation please request this with your application submission.

The information you provide in this form will be stored by AES in both electronic and paper format and will be used for the purposes of selecting a suitable candidate for the role. It will only be accessible to the AES management team and those members of staff involved in the recruitment process. All data relating to unsuccessful candidates will be destroyed 3 months after the post has been filled.

Further information about our data protection policy is available from the Operations Director, Anna Farmer.