|  |  |
| --- | --- |
| Position |  |
| Applicant Ref  (to be completed by Company) |  |

Thank you for your interest in employment with Eden Geothermal Ltd. This role is part-funded by the European Union through the ERDF. Please complete this application form in as much detail as possible. We will be using the information provided to short-list candidates based on their suitability for the job.

The form has 4 sections:

* Personal details
* Application Form
* Diversity Form
* Administration

Your Personal Details and the Diversity Form will not be supplied to those making a selection decision.

**1. Personal Details**

|  |  |
| --- | --- |
| Title | Mr / Mrs / Miss / Miss / Dr / Other |
| Forenames |  |
| Surname |  |
| Address |  |
| Home tel |  |
| Mobile tel |  |
| Email address |  |
| Date of Birth |  |

**2. Application Form**

Please complete all sections as CVs will not be accepted.

|  |  |
| --- | --- |
| Position |  |
| Applicant Ref  (to be completed by Company) |  |

**Present employment**

|  |  |
| --- | --- |
| Employer’s Name: |  |
| Employer’s Address |  |
| Position held |  |
| Date appointed |  |
| Present salary/wage |  |
| Main Duties and Responsibilities |  |
| Key achievements |  |

**Previous Employment** *(most recent employer first)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Start and End Dates** | **Position Held and Key Responsibilities** | **Salary** | **Reasons for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education and qualifications** *(most recent first)*

Please include details of examinations that have been taken or are about to be taken. If results are not yet known, include date the results will be received.

| **Name of University/**  **College/ School** | **Subject** | **Qualification** | **Grade/ Result** | **Date** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional Qualifications / Training**

Please give details of any other training you have undertaken that may support your application. Include details of Membership or affiliation to any professional institutions.

|  |  |  |
| --- | --- | --- |
| **Details of Training Completed** | **Grade/Result** | **Date** |
|  |  |  |

**Reasons for applying**

Please outline the skills, experience and knowledge you have gained through paid and unpaid employment, education or leisure interests, which are relevant to the position for which you are applying. If you run out of space, you can use our continuation sheet on the next page.

|  |
| --- |
|  |
|  |

**Additional Information**

Please use this space to tell us anything else about yourself that would support your application. This may include information that is not specific to the post for which you are applying, but may benefit the company in other ways.

|  |
| --- |
|  |

**References**

Please give two referees, one of which should be your present employer (or most recent, if unemployed). References may be taken up before interview. If you do not wish us to contact one of your referees at this stage please indicate above.

|  |  |
| --- | --- |
| **Reference 1** | |
| Name |  |
| Address |  |
| Email address |  |
| Telephone No. |  |
| How is this person known to you? |  |
| Ok to contact? | Yes / Not at this stage |

|  |  |
| --- | --- |
| **Reference 2** | |
| Name |  |
| Address |  |
| Email address |  |
| Telephone No. |  |
| How is this person known to you? |  |
| Ok to contact? | Yes / Not at this stage |

**Confirmation**

I confirm that the information provided on this form is correct to the best of my knowledge.

I understand that by providing any false statements my application may be disqualified from the recruitment process, or I may be dismissed from employment at Eden Geothermal Ltd.

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Online applicants will be required to sign this application if shortlisted to attend an interview.

**Data Protection**

The information provided in this application form will be used to assess your suitability for the post applied for and to follow up the references. The HR Services Team will hold the information. If successful, we may also use this information when considering your future training and development.

**3. Diversity Form**

|  |  |
| --- | --- |
| Position |  |
| Applicant Ref  (to be completed by Company) |  |

One of our strengths is the diversity of our Team. As part of our Diversity Policy we aim to offer equal opportunity in employment. To help us monitor the effectiveness of this policy please take a few moments to complete the information below. This information will remain confidential, and will be detached from your application form before consideration by those making a selection decision.

**Gender**

|  |  |
| --- | --- |
| How you describe your gender | Male / Female / Other / Prefer not to state  Delete as necessary |
| If other please specify |  |

**Sexual Orientation**

|  |  |
| --- | --- |
| How you describe your sexual orientation | Heterosexual / Homosexual / Bi-sexual / Other / Prefer not to state  Delete as necessary |
| If other please specify |  |

**Ethnic Origin**

|  |  |
| --- | --- |
| How you describe your Ethnic Origin? | |
| White | English / Cornish / Scottish / Welsh / Northern Irish / Irish / Irish Traveller / European / American / Australasian / Other  Delete as necessary |
| Afro-Carribbean | Caribbean / African / Other  Delete as necessary |
| Asian | Chinese / Indian / Pakistani / Bangladeshi / Other  Delete as necessary |
| Arabic | Arabic  Delete as necessary |
| Mixed race | White and Black Caribbean / White and Black African /  White and Asian / Other  Delete as necessary |
|  | Prefer not to state  Delete as necessary |
| If other please specify |  |

**Religion**

|  |  |
| --- | --- |
| How you describe your religion | Christian / Buddhist / Hindu / Jewish / |Muslim / Sikh / Other / No religion  Delete as necessary |
| If other please specify |  |

**Disability**

|  |  |
| --- | --- |
| Do you consider that you have a Disability? | Yes / No |
| If Yes please provide details |  |
| Do you consider it would affect your ability to carry out this role according to the role profile? |  |
| Please outline any reasonable adjustment that could be made to assist you in this role. |  |
| If invited to interview would you need any particular arrangements? |  |

**Work Permit**

|  |  |
| --- | --- |
| Do you require a Work Permit? | Yes / No |
| If Yes do you hold a Work Permit? | Yes / No |
| If Yes when does your Work Permit expire? |  |

**Criminal Offences**

|  |  |
| --- | --- |
| Have you been convicted of any criminal offences (which are not yet spent under the Rehabilitation of  Offenders Act 1974)? | Yes / No |
| If Yes please prove details |  |

**Data Protection**

The information on this form will be recorded confidentially on the HR Services database and in your personnel file. The information will be used to monitor the effectiveness of our recruitment processes and to produce statistics about the Eden Geothermal Team.

The information will only be used by the HR Services Team, to monitor broad trends. It will not be used in consideration of your pay, promotion, training or development.

In accordance with the General Data Protection Regulations (“GDPR”) we will not share any of your personal data with external sources without first seeking your permission, will ensure that the data is stored securely and will only retain this information for the period deemed necessary for these purposes.

**4. Administration**

**Interview**

|  |  |
| --- | --- |
| Please provide dates that you are not available for Interview |  |
| Do you have any special requirements? |  |

**If Successful:**

|  |  |
| --- | --- |
| How long is your notice period? |  |
| When would you be available to start work? |  |

**Other**

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**Please send your completed form to:**

|  |  |
| --- | --- |
| Email | [hr@edengeothermal.com](mailto:hr@edengeothermal.com) |
| Post | Eden Geothermal Ltd, Eden Project, Bodelva, Cornwall, PL24 2SG |

Thank you for taking the time to complete this form we will contact you shortly after the application closing date for the role.