

ACTION RENEWABLES

BLOCK C, UNIT 1, BOUCHER BUSINESS STUDIOS, GLENMACHAN

PLACE,

BELFAST, BT12 6QH,



APPLICATION FORM

(PLEASE COMPLETE IN BLACK INK)

For official use only
Application No:

POST APPLIED FOR:

1. PERSONAL DETAILS:

Surname:

Title (Mr, Mrs, Ms, etc):

Forename(s):

(Underline name you are known by)

Address:

Postcode:

Telephone Numbers:

Email:

Are there any reasonable adjustments which you would want us to consider making in the selection process? If yes, please use the below box to provide further details of your disability/disabilities and which adjustment(s) you would like to request.

Guidance for Applicants

You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.

It is not sufficient to simply list your duties and responsibilities.

Action Renewables will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If you do not provide sufficient detail, including the appropriate dates, needed to meet the eligibility criteria, the selection panel will reject your application.

Action Renewables may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

The space available on the application form is the same for all applicants and must not be altered.

Please do not submit CVs, letters or any other supplementary material in place of or in addition to a completed application form.

Applicants must complete the application form in either typescript font size 12 and send it by e-mail to annette.herty@actionrenewables.co.uk, or they can complete a hard copy application form, using legible block capitals and to send it to the address noted at the end of the application form.

Applicants must not reformat application forms.

Applications will not be accepted after the deadline time and date for receipt.

Action Renewables will not examine applications until after the closing deadline.

Do not use acronyms, complex technical detail, etc. Write for the reader who may not know your employer, your team or your job.

Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in. It is your *unique* role the panel are interested in, not that of your team.

Any examples you provide should be concise and relevant to the criteria.

Order of Merit

Applications will be assessed solely on the basis of evidence provided for each criterion. The selection panel will assess candidates called for interview against the criteria set out in the job description. Candidates who meet the required standards will be deemed suitable for appointment in order of merit with the highest scoring ranked first.

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2. EMPLOYMENT RECORD:

Please provide your employment history from the last 10 years beginning with your present position.

Please continue on a separate sheet if necessary.

The selection panel will not make assumptions from the title of the applicant's post or the nature of the organisation as to the experience gained.

| | | |
|-----------------------|-----------------------------------|---|
| Date From: To: | <u>Employers Name and Address</u> | Type of business: |
| | | Job title, roles and responsibilities and reason for leaving: |

| | | |
|-----------------------|-----------------------------------|---|
| Date From: To: | <u>Employers Name and Address</u> | Type of business: |
| | | Job title, roles and responsibilities and reason for leaving: |

| | | |
|-----------------------|-----------------------------------|---|
| Date From: To: | <u>Employers Name and Address</u> | Type of business: |
| | | Job title, roles and responsibilities and reason for leaving: |

Essential and Desirable Criteria

3. ESSENTIAL CRITERIA

Please outline how by the closing date you meet each of the essential criteria. Where applicable please include dates.

- 1. Level six qualification (this could be a degree or equivalent level 6 qualifications) in any subject plus 6 months experience (Max 100 words)**

- 2. Proficient in the use of Microsoft office packages, including proficient using Word, Excel and Outlook (Max. 250 words)**

- 3. Able to demonstrate excellent verbal and written communication skills (Max. 250 words)**

- 4. Demonstrable experience of report writing for business use (Max. 250 words)**

- 5. Experience of client engagement (Max. 250 words)**

- 6. Experience of data analysis using Excel (Max. 250 words)**



4. DESIRABLE CRITERIA

Please outline how, by the closing date, you meet each of the desirable criteria.

- 1. Level 7 qualification (this could be a master's degree or equivalent level 7 qualification) in a relevant subject area (Max. 100 words)**

- 2. Knowledge of renewable energy technologies (Max. 250 words)**

- 3. Knowledge of energy related policy and regulations in the UK (Max. 250 words)**

- 4. Full driving licence for a car and access to a car which is insured for business purposes (Max. 250 words)**

Do you have a right to work in the UK?

Yes

No

7. DECLARATION & SIGNATURE:

The particulars in this application are complete and accurate to the best of my knowledge and belief.

A candidate found to have knowingly given false information, or to have wilfully omitted any material fact will be liable to disqualification from the selection process, or if appointed could be dismissed.

Your signature: Date:

(electronic signature is acceptable)

Applications will be accepted by email to annette.herty@actionrenewables.co.uk

or

in hard copy to Annette Herty in the Action Renewables Ltd office: Block C, Unit 1, Boucher Business Studios, Glenmachan Place, Belfast BT12 6QH

Closing date and time for receipt of applications: 4pm on Thursday 28th July 2022