

APPLICATION FOR EMPLOYMENT WITH THE BRITISH HYDROPOWER ASSOCIATION

Please complete fully in black ink

Position applied for:

PERSONAL DETAILS

PRIVATE AND CONFIDENTIAL

Surname	Other Names
	Known As
Permanent Address:	Temporary Address (if any):
Telephone Number:	Telephone Number:
E-mail address:	Mobile Number:

If you can be contacted at work, please provide a telephone number:

Do you hold a valid clean driving licence? **YES/NO**

If no, please provide details.

How many years' driving experience do you have? years

Only complete this section if the post you are applying for requires you to drive. Please refer to the job description to see whether this is the case.

Are you eligible for employment in the United Kingdom? **YES/NO**

Please state what documentation you can provide in order to demonstrate this, eg:
British passport, Birth certificate, European Economic identity card; National Insurance number

Have you ever been convicted of any criminal offence (other than a minor motoring offence) or are there any charges outstanding, which are not 'spent' within the meaning of the Rehabilitation of Offender Acts 1974 (or in Northern Ireland, the Rehabilitation of Offenders (NI) Order 1978), or are there other matters that might be relevant that we should know about?

YES/NO

If yes, please give details:

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 (or in Northern Ireland, the Rehabilitation of Offenders (NI) Order 1978). (Please refer to the job description to see whether the nature of the job you are applying for requires you to disclose 'spent' convictions and to undergo a DBS check). Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

EDUCATION

Dates		Name of School/College (from age 11)	Qualifications gained (subjects and grades)
From	To		

Professional or other qualifications including membership of professional and/or scientific societies:

Relevant training courses:

Interests, sports, hobbies:

PRESENT (OR MOST RECENT) EMPLOYMENT

Please complete this employment section whether or not you have previously submitted a full C.V.

Name and Address of Employer:		Post or Appointment held:	
Employer's Business		Brief description of duties:	
Date started:			
Why do you wish to leave your present employment?			
Notice to end present job (or date most recent job ended):			

EMPLOYMENT HISTORY

Please account for all gaps in employment and continue on a separate sheet if necessary.

Dates		Name and address of employer (most recent first)	Job title and brief description of duties	Reasons for leaving
From	To			

PLEASE ANSWER THE FOLLOWING QUESTIONS FULLY:

1.	Are you a member of the BHA? If yes, please quote your membership number: If no, would you like to receive information about membership?	YES/NO YES/NO
2.	Are you a member of any other renewable energy association? If yes, which?	YES/NO
3.	Have you applied previously for a BHA post? If yes: Which post? When?	YES/NO
4.	Where did you see this post advertised?	
Starting salary sought: £		Current salary: £

Please use the space below to say why you are interested in the advertised job and to demonstrate how you meet the key competencies outlined in the job description.

Continue on a separate sheet if necessary

REFERENCES

- Please write in **BLOCK CAPITALS**.
- Please give details of three referees (preferably current and past employers). At least two references **must** be from your present and last employers (or college tutor whichever is more recent).
- Please mark **X** in box provided against any that you do **not** wish to be contacted at this stage.
- **NOTE:**
Original testimonials must NOT be forwarded

1. Name
Position
Address
Tel: Email:
2. Name
Position
Address
Tel: Email:
3. Name
Position
Address
Tel: Email:

Your Declaration

I understand the following:

- You will use the information I have provided to process my application for employment;
- During the application process you may check some of the information I have provided with other sources, including government departments, the Disclosure and Barring Service and any referee that I've given my consent for you to approach;
- You may also get other information about me from the referees I provide regarding my suitability for the role;
- You will retain information concerning my application for as long as is reasonably necessary to lawfully process my application and protect your legitimate interests. Usually this will mean my information is destroyed 6 months after the application process ends, unless my application for employment is successful, in which case it will be retained as part of your employment records and dealt with in accordance with your Data Protection Policy and Privacy Notice (employment), a copy of which will be made available to me, if and when I commence employment;
- By signing this application form, I am confirming that the information given on this form is, to the best of my knowledge, true and complete; and
- Any false information I give may result in (a) rejection of my application, (b) withdrawal of any offer you have made or (c) termination of employment if I have commenced employment with you.
- I do not have to complete the attached equal opportunities monitoring form. The information I do provide in this form will be detached from my application and will only be used for equal opportunities monitoring purposes.

Signature:

Date:

The completed form should be returned by email to simon.hamlyn@british-hydro.org

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes.

The BHA recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Post applied for:

White:

- British Irish Any other white background*

Mixed:

- White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British

- Caribbean African Any other Black background*

Asian or Asian British

- Indian Pakistani Bangladeshi Any other Asian background*

Chinese or Ethnic Group

Chinese Other Ethnic Group*

*Please specify

Gender Please specify

Age:

Do you consider yourself to have a disability:

Yes

No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

Thank you for taking the time to complete this form. Please email this to the BHA CEO, simon.hamlyn@british-hydro.org