**Job Application Form - Services Engineer**

This job application form is split into three sections:

* **Section 1:** Personal and professional information
* **Section 2:** Motivation and Response to Person Specification
* **Section 3:** Equality and Diversity Monitoring Form (Detached on receipt)

Please complete the form and send to us via **jobs@retrofitaction.org.uk** along with your CV by the **15th April 2024 at 11:59pm.**Everyone that applies will receive a response from us and we will let you know if we would like to interview you. We look forward to receiving your applications.

**Section 1**

**Personal Information**

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Name** |  |
| **Email Address** |  |
| **Phone Number (Optional)** |  |

**Employment History**

**Starting with your most recent employment (copy table to add more employment):**

|  |  |
| --- | --- |
| **Dates**  | **From** DD/MM/YYYY **To** DD/MM/YYYY  |
| **Employer Name** |  |
| **Position Held** |  |
| **Main Duties and Responsibilities** |  |

|  |  |
| --- | --- |
| **Dates**  | **From** DD/MM/YYYY **To** DD/MM/YYYY  |
| **Employer Name** |  |
| **Position Held** |  |
| **Main Duties and Responsibilities** |  |

|  |  |
| --- | --- |
| **Dates**  | **From** DD/MM/YYYY **To** DD/MM/YYYY  |
| **Employer Name** |  |
| **Position Held** |  |
| **Main Duties and Responsibilities** |  |

**Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Date Obtained****(DD/MM/YYYY)** | **Education Provider/establishment** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Professional Qualifications and/or Further Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject** | **Qualification** | **Date obtained****(DD/MM/YYYY)** | **Education Provider/establishment** | **Duration of training** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 2**

**Motivation and Response to Person Specification**

Please write a motivational statement about why you would like to work with RAFT, and how you meet the person specification outlined in the job description. We would encourage you to apply if you feel you would be an excellent candidate and meet the experience and job role requirements, in alternative ways to how we have set out in the job description. This section is a perfect place to demonstrate that.

|  |
| --- |
| Write here… |

**Section 3**

**Diversity Monitoring Form**

RAFTwants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. **The information provided will be kept confidential and will be used for monitoring purposes only.**

If you have any questions about the form, contact Vicki Fitzgerald – vicki@retrofitaction.org.uk

**What is your sex?**

Female [ ]  Male [ ]  Prefer not to say [ ]

**Age** 16-29 [ ]  30-49 [ ]  50-64 [ ]  65+ [ ]  Prefer not to say [ ]

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

***Asian or Asian British***

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Prefer not to say [ ]  Any other Mixed or Multiple ethnic background, please write in:

***White***

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]

British [ ]  Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Any other white background, please write in:

***Other ethnic group***

Arab [ ]  Prefer not to say [ ]  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes [ ]

No [ ]

Prefer not to say [ ]

**What is your sexual orientation?**

Bisexual [ ]
Gay man [ ]
Gay woman / Lesbian [ ]
Heterosexual / Straight [ ]
Other [ ]
Prefer not to say [ ]

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please write in:

**What is your working pattern?**

Full-time [ ]  Part-time [ ]  Prefer not to say [ ]

**Do you have caring responsibilities?**

Yes [ ]  No [ ]

**This form is for monitoring purposes only and will be detached before the selection process.**