

APPLICATION GUIDANCE

Introduction

Thank you for downloading an application pack for a role in the Green Meadows Project. Before you begin your application, please ensure that you have all of the documents listed below:

- Role Details
- Application form and Checklist
- Equality, Diversity and Inclusion (EDI) form

If any of the above are missing, please call Nottingham Energy Partnership on 0115 985 9057 or email admin@greenmeadows.uk

The Application Process

The main points to remember when completing your application are:

- You need to clearly show how your skills and experience meet the requirements of the Job Description and Person Specification by giving examples of your experience, knowledge, abilities and any relevant qualifications.
- **Without a full response to the application questions, we cannot offer you an interview.** Please answer all questions as fully as possible as we will not be able to make assumptions about your abilities.
- Please email your completed application and EDI form to **admin@greenmeadows.uk** before the closing date - we can only accept late applications in exceptional circumstances.
- If you wish to post your application please mark the envelope "Application Form" and post it to Nottingham Energy Partnership, Queens Walk Community Centre, Queens Walk, The Meadows, Nottingham, NG2 2DF
- We are happy to accommodate different approaches to the application process. Please contact us if you wish to submit your response in an alternative format.
- Please note that your application will be judged based on your responses to the application questions: **we are not able to accept CV's without a completed application form**, therefore please include any relevant examples of qualifications and experience within your application form.

APPLICATION FORM

Post Applied For:	Project Manager
Application Deadline:	27th March 2023 (5pm)
Applicant Name:	
Email Address:	
Phone Number:	
Address:	
Postcode:	

1. Please provide details of previous employment, education/training, qualifications etc. relevant to this role, including dates:

Date From and To	Details

2. With reference to the Person Specification, please outline why you are suited to this role. We are keen to hear about the knowledge and skills that you have gained through employment, education and qualifications, but we equally value your lived experiences, personal projects and skills:

Please disclose any health or support needs that might affect your ability to take part in an interview or undertake the job role, and any adjustments or access requirements we can provide:

PRESENT EMPLOYMENT

Are you currently in paid regular employment / work?	Yes No
Date of current / most recent employment (from and to):	
Name of Employer:	
Job Title:	
Current Salary:	
Brief description of main duties & responsibilities:	
Period of notice (if applicable):	

REFERENCES

Please provide details of two referees who may be contacted in respect of your application. If possible, the first should be from your current/last employer, teacher, tutor or job coach:

Referee 1	Referee 2
Name:	Name:
Phone Number:	Phone Number:
Email Address:	Email Address:
Relationship to you:	Relationship to you:
May we contact prior to interview? Yes No	May we contact prior to interview? Yes No

How did you find out about this opportunity?

Next Steps...

Due to the large number of applications we receive, unfortunately we cannot always acknowledge receipt of your application form. We will however do our best to let you know within 10 working days of the closing date if you have been shortlisted for interview.

If you have been shortlisted for an interview you will receive confirmation (by letter/ email/ telephone) of the details of the interview including the date, time, location etc; If you require any adjustments or equipment to enable you to fully participate in the interview process please do not hesitate to call or email Nottingham Energy Partnership providing details.

Applicant Contract

We want to promote our reputation as an employer of choice by ensuring all our applicants are treated fairly. If you apply for a job with Nottingham Energy Partnership we will:

- Aim to let you know if you have been shortlisted within ten working days of the closing date.
- Do everything we can to accommodate any adjustments you might need to assist you to participate fully in any selection test(s) and /or interviews (s).
- Give you three working days notice of any test(s) and /or interview(s).
- Let you know the outcome of any test(s) and /or interview(s) within five working days of the last test/interview unless we have advised you otherwise.
- Respond to your request for feedback if you have not been appointed provided you ask us within four weeks of us notifying you of the outcome.
- If you would prefer to complete your application form manually, and submit it by post we will endeavour to get this sent to you within two working days of you requesting it.

Declaration

I confirm that all the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information.

I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (paid or unpaid) being withdrawn, or actual employment (paid or unpaid) being terminated.

I confirm that I have the right to work in the UK and can provide documentary evidence.

Signature of Applicant:	Date:
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