**CHECKLIST FOR COMPLETION OF APPLICATION FORM**

Please ensure that you have completed all bullet points before submitting your application. Failure to do so may result in the rejection of your application.

|  |  |  |  |
| --- | --- | --- | --- |
| * All sections of the application form are completed. Incomplete forms will not be accepted |  |  | |
|  | |
|  |  |  | |
| * Job Reference number and post for which you are applying are completed |  |  | |
|  |  |  | |
| * All qualifications that are listed can be confirmed with formal certificates |  |  | |
|  |  |  | |
| * There are no gaps in your employment history (that are unexplained) |  |  | |
|  |  |  | |
| * Declaration in Section 4 of the application form is signed. |  |  | |
|  | |
| * Any additional pages used are attached |  |  | |
|  |  |  | |
| * Equal Opportunities Monitoring Form is fully completed |  |  | |
|  |  |  | |
| * Criminal Record Declaration Form is fully completed and signed |  |  | |
|  |  | |  | |
| Please email your completed application to [careers@phoenixnaturalgas.com](mailto:careers@phoenixnaturalgas.com)  Alternatively you can post to:  Human Resources Department  Phoenix Natural Gas Ltd.  197 Airport Road West  Belfast  BT3 9ED |  | |  | |

**APPLICATION FOR EMPLOYMENT**

**GUIDANCE NOTES FOR THIS FORM**

This is the standard application form to be completed by all applicants for positions within the Phoenix Group. It should be used by both external and internal applicants.

When completing this form please ensure that:

* You complete all sections of the application form, incomplete forms will not be accepted
* **Please note CV’s are not accepted**
* You enter the name and job reference number of the post you are applying for

**COMPLETING THE APPLICATION FORM**

This form is the first part of the selection process and it will be used to shortlist for the next stage. It is therefore your first opportunity to ‘sell yourself’. All parts of this form must be completed in full.

Sections 1, 2 and 3 are mainly concerned with factual information about you, your education and your work history. Please complete these sections in full, ensuring that any gaps in your job history are explained.

Section 4 provides an opportunity to tell us about relevant experience, both inside and outside work. Please give reasons for your application and highlight those areas where you consider you meet the requirements, which may be included in the advertisement. Please feel free to add extra pages if necessary.

Finally you are asked to sign the declaration at the end of the application form to confirm that, to the best of your knowledge, the information that you have supplied throughout the form is correct.

**EQUAL OPPORTUNITIES**

The Phoenix Group is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. The Group is committed to selecting the best person for the job irrespective of sex; pregnancy or maternity leave; gender reassignment; being married or in a civil partnership; religious belief or political opinion; race, colour, nationality, ethnic or national origins, being an Irish Traveller; disability; sexual orientation; or age.

**MONITORING EQUAL OPPORTUNITIES**

In order to monitor the effectiveness of our policy we ask applicants to complete all parts of the equal opportunities monitoring form. Please note that failure to supply this information will mean that your application will not be considered. The monitoring form will be detached on receipt so that staff undertaking the selection of applicants will not be aware of this information. Short listing and interview information is also carefully monitored to ensure that selection is based on merit only.

**SECURITY CLEARANCE**

The natural gas industry in Northern Ireland is a vital service. We require all applicants to complete a criminal record declaration form. Failure to complete this form will mean your application will not be progressed in the recruitment process. Should you be successful further security checks may be required e.g. Ministry of Defence and Police Service of Northern Ireland.

**MEDICAL INFORMATION**

If we offer you employment you will be required to complete a pre-employment medical assessment. If you are aware of a medical condition, which you think could be affected by the nature of the job, please make us aware of this.

|  |
| --- |
| Ref (For official use only) |
|  |

1. **General**

|  |  |
| --- | --- |
| Forename(s) | Surname |
|  |  |

|  |  |
| --- | --- |
| Permanent address | Home telephone number |
|  |  |
| Mobile telephone number |
|  |
| Email address |
|  |

|  |  |
| --- | --- |
| Post for which you are applying | Job reference number |
|  |  |
| Please state any times you may not be available to attend an interview | |
|  | |
| Name of subsidiary to which you are applying (Phoenix Natural Gas, Phoenix Energy Services etc.) | |
|  | |

|  |  |
| --- | --- |
| Do you have a legal right to work in the UK? (delete as appropriate)  Please note that all candidates must provide proof of their legal right to work in the UK upon job offer. | YES / NO |

Only answer if driving licence is a requirement of the role

|  |  |
| --- | --- |
| Do you have a current driving licence? (delete as appropriate) | YES / NO |
| Type of licence | Details of any penalties |
|  |  |

|  |  |
| --- | --- |
| Have you worked for the Phoenix Group before? (delete as appropriate) | YES / NO |

1. **Education**

Note: You will be asked to provide evidence of all qualifications that you list in this section relevant to the post.

List in chronological order qualifications obtained at school.

| Examination | Subject | Grade |
| --- | --- | --- |
|  |  |  |

List below all further and higher level qualifications attained e.g. University qualifications, Apprenticeships, Professional and Technical education or other training which led to the award of a certificate or qualification.

| Qualification & Subject | Educational Establishment | Grade |
| --- | --- | --- |
|  |  |  |

| Are you a member of any professional or specialist organisation? Please give details below |
| --- |
|  |

1. **Work History**

Note: Please start with your most recent employment. Keep details brief and where possible use bullet points.

| Dates  Month/Year  From-To | Employer’s name and address | Job title  Summary of main duties and responsibilities | Salary and benefits | Reason for leaving |
| --- | --- | --- | --- | --- |
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1. **Additional Information**

| Describe your experience which is relevant to the role that you are applying for. **Please be aware that ONLY the information detailed below will be used for short-listing purposes so you should ensure that you have demonstrated your experience against all relevant essential and desirable criteria for the role as outlined in the person specification.** Continue on a separate sheet if required. |
| --- |
|  |

Please fully complete the **Equal Opportunities Monitoring Form and Criminal Record Declaration Form** as failure to supply the information requested will mean that you application will not be considered.

|  |  |
| --- | --- |
| Declaration  I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. In addition I understand that any false information or deliberate omission in the information I have given on this form may disqualify me from employment, or if appointed to dismissal.  **Note: Please sign and date** | |
| Signature | Date |

**Electronic signatures will not be accepted.**

**Forms should be printed out, signed, scanned and emailed to** [**careers@phoenixnaturalgas.com**](mailto:careers@phoenixnaturalgas.com)

Alternatively you can post to the address provided on the first page of this application form.

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| --- | --- | --- |
|  |  | Ref (For official use only) |
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| **EQUAL OPPORTUNITIES MONITORING FORM** |  | **CONFIDENTIAL** |

The Phoenix Group is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission but your identity will be kept anonymous. In all other regards your answers will be treated with strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gender | Male |  | | Female | |  | |  | National Insurance Number | |  | |
|  |  | |  | |  | |  |  |  |  | |  | |

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our job applicants and employees.

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of Protestant or Roman Catholic communities (please enter YES or tick the appropriate box below).

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community |  |  |
|  |  |  |
| I am a member of the Roman Catholic community |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Roman Catholic communities |  |  |

Disability Discrimination Act 1995 defines a person who has a disability for the purposes of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability?  If ‘Yes’ please give further details including details of any facilities or arrangements that may need to be made if you are invited to interview (delete as appropriate) | YES / NO |
|  | |
|  |  |
| Are you a registered disabled person? (delete as appropriate) | YES / NO |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| How did you become aware of the job? | | | |
|  |  |  |  |
|  | Training and employment agency (state which one) |  | Phoenix website |
|  |  |  |  |
|  | Newspaper (please specify) |  | Employee of Phoenix |
|  |  |  |  |
|  | School (state name of school) |  | Recruitment agency (state which agency) |
|  |  |  |  |
|  | Website (please specify) |  | Other (please specify) |
|  |  |  |  |
|  |  |  |  |

Please fully complete the Equal Opportunities Monitoring Form as failure to supply the information requested will mean that your application will not be considered.

OFFICIAL USE ONLY

SOC GROUPINGS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Managers & Senior Officials |  | Personal Service Occupations |
|  | Professional Occupations |  | Sales & Customer Service Occupations |
|  | Associate Professional & Technical Occupations |  | Process, Plant & Machine Operatives |
|  | Administrative & Secretarial Occupations |  | Elementary Occupations |
|  | Skilled Trade Occupations |  |  |

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|  |  | Ref (For official use only) |
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| **CRIMINAL RECORD DECLARATION FORM** |  | **CONFIDENTIAL** |

|  |
| --- |
| **Note: If you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your records.**  **In addition, some roles within the Phoenix Group may require criminal background checks through the Ministry of Defence or the Police Service on Northern Ireland due to works being carried out on these customer sites. You will be given notice of such where applicable.** |

|  |  |  |
| --- | --- | --- |
| Surname |  | |
| Forenames |  | |
| Permanent address |  | |
| D.O.B. |  | |
|  |  | |
| 1. Have you ever been convicted or found guilty by a court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you ever been put on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions that are “spent” under the Rehabilitation of Offenders Act (1974). (delete as appropriate) | | YES / NO |
|  | |  |
| 1. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions that are “spent” under the Rehabilitation of Offenders Act (1974). (delete as appropriate) | | YES / NO |
|  | |  |
| 1. Do you know of any other matters in your background which might cause your reliability to be called into question? (delete as appropriate) | | YES / NO |

|  |  |
| --- | --- |
| If you answered ‘YES’ to any of the questions on this form, please give details below. | |
|  | |
|  | |
| I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. In addition I understand that any false information or deliberate omission in the information I have given on this form may disqualify me from employment, or if appointed to dismissal. | |
| Signature | Date |
|  |  |

**Completed forms should be emailed to** [**careers@phoenixnaturalgas.com**](mailto:careers@phoenixnaturalgas.com)

Alternatively you can post to the address provided on the first page of this application form.

|  |
| --- |
| The information you have given above will be treated in strict confidence. |
|  |
| **PEHL Privacy Notice – Job Applications**  Phoenix Energy Holdings Limited Group of Companies (Phoenix Group) is committed to protecting the privacy and security of your personal information.  This privacy notice describes how we collect and use personal information about you during the application for employment process, in accordance with the General Data Protection Regulation (GDPR).  We will collect, store and use personal data about you in order to facilitate your application for employment with the Phoenix Group. This may include:     * Personal contact details * Date of birth * National insurance number * Details of your driving licence * Previous employment information * Education details * Details of criminal convictions or offences [[1]](#endnote-1) * Information about your health, including any medical condition and disabilities * Information on gender * Information on your religious beliefs     We collect personal information about you through the application and recruitment process, either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from third parties including former employers.  We will only utilise your personal information in order to facilitate your application for employment with the Phoenix Group.  Should you not provide the relevant personal data, the Phoenix Group may not be able to facilitate your application for employment.  Any sensitive data received in relation to your application of employment (e.g. medical information), will only be processed by the Phoenix Group in order to assess your working capacity.  We will share your personal information with third parties where required by law, where it is necessary to administer the application for employment.  We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.  We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, regulatory, or reporting requirements.  Phoenix Group will retain records relating to your application for 6 years (+ 1 additional year for administrative purposes) after your employment ends if you are successful or for 1 year (+ 1 additional year for administrative purposes) should you be unsuccessful in your application.  Under certain circumstances, by law you have the right to:   * **Request access** to your personal information; * **Request correction** of the personal information that we hold about you; * **Request erasure** of your personal information; * **Object to processing** of your personal information; * **Request the restriction of processing** of your personal information; and * **Request the transfer** of your personal information to another party.   If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Human Resources Manager:  Address:  Phoenix Natural Gas  197 Airport Road West  Belfast  BT3 9ED  Email: [info@phoenixnaturalgas.com](mailto:info@phoenixnaturalgas.com)  The Phoenix Group may not always be able to process requests made by Data Subjects. However, when applicable explanations as to why requests cannot be processed will be provided.  You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk>. |

1. Details of unspent criminal convictions or offences will be kept in line with the principles of the GDPR.

   Details of spent convictions will not be retained. [↑](#endnote-ref-1)