

# Application form

Please use this application form for all vacancies at the Centre for Sustainable Energy. Completed forms can be returned to us by email, post or fax (contact details below). If you send your application by email you should receive an acknowledgement from us. If not, please get in touch.

The details given here will be held in confidence. As part of our equal opportunities policy, the first page will be detached on receipt. This information will not be used when shortlisting candidates.

If you're filling in this form electronically it works best if the 'Forms' function is switched on. To do this go to [View > Toolbars > Forms](#) and click on the padlock. If filling it in by hand, please use black ink.

## 1) Job title of post you are applying for

Business Development Manager

## 2) Personal details

Name

Address

\_\_\_\_\_

Postcode

Phone (home)

Mobile

Email

**I declare the information provided within this application form to be true**

Signed

Date

Ref (office use only)

### 3) Education and training

Please provide details of your education and qualifications

Secondary schools and colleges attended	Full or part time	From/to	Qualifications (please give details of relevant aspects of course if not clear)

**Membership of professional bodies (by examination and date of admission, where appropriate)**

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**Other professional/management training e.g. short courses etc.**

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Date

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Date

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Date

### 4) Previous employment

Please provide details of your previous employment, starting with your current or most recent position. These fields will expand if required. If filling out this form by hand, continue on another sheet if necessary.

Name and address of employer	Job title and key tasks (please be brief)	From/to	Reason for leaving	Final salary

## 5) Further information

**Please indicate how your skills and experience fit you for this post, ensuring that you show how you meet the 'specific responsibilities' outlined in the Job Description and giving any information you consider appropriate to your application. You may use up to one extra A4 sheet if necessary.**

## 6) Referees

Please provide the names of two people who can act as referees. They will not be approached without your permission.

Name	Position	Address, phone number and email, if available

## 7) General

The closing date for applications is **noon on Wednesday 3 November 2021**.

If you are considered for interview we will tell you by **Monday 8 November 2021**.

If short-listed for interview, can you attend on **Friday 12 November 2021** YES  NO

If no, please give alternative dates \_\_\_\_\_

**Please make sure you sign the declaration on page 1 of this application form.**

Return this form by **email** to [reception@cse.org.uk](mailto:reception@cse.org.uk)

Or by **post** to: Centre for Sustainable Energy, St James Court, St James Parade,  
Bristol BS1 3LH