

Application for Employment

About this form

1. Use

This is a standard application form completed by all applicants for positions within Phoenix Natural Gas Ltd. It should be used by both external and internal applicants, including those seeking transfer or redeployment within the Company. Please note that CVs are not accepted.

2. Equal Opportunities

Phoenix Natural Gas Ltd. is an Equal Opportunities Employer and promotes equality of opportunity and the use of the merit principle. The Company is committed to selecting the best person for the job irrespective of religious or political belief, gender, race or disability.

3. Monitoring Equal Opportunities

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

To determine a person's perceived religious affiliation (not their personal

religious beliefs) we use the Third Principle method prescribed in the Fair Employment (Monitoring) Regulations (NI) 1989. Successful applicants will be informed confidentially about how they have been classified for monitoring purposes and will be given an opportunity to amend the information held.

4. Security Clearance

The natural gas industry in Northern Ireland will be a vital service and prior to any offer of employment new entrants will be required to provide further information in this respect.

5. Medical Information

If we wish to offer you employment you will need to undergo a medical examination, so little information is requested on the application form. If, however, 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.

6. Completing the Main Form

This form is the first part of the selection process and it will be used to short list for the next stage. It is therefore your first chance to 'sell yourself'.

Section 1, 2 and 3 are mainly concerned with factual information about yourself, your education, your current job and

where applicable, your previous jobs. Section 4 provides you with 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 have been included in the advertisement.

Section 5 is concerned with additional information which may be relevant in some particular posts.

At section 6 you are asked to provide the names and addresses of referees. References will not be sought until you have expressly given your permission for this to be done.

Finally, you are to sign the form on the monitoring section to confirm that, to the best of your belief, the information supplied throughout is correct.

REF (For office use only)



1 General

Preferred title	Last name	First name
Permanent address		Home telephone number
		Mobile telephone number
Post for which you are applying		Reference number for post
Driving licence	Type of licence	Details of any penalties
Please state any times you may not be available to attend an interview		

2 Education

Qualifications gained at school

Examination/Subject	Grade	Examination/Subject	Grade

Qualifications gained through further education

Name of establishment eg University or College	Examination/Subject	Result

Additional qualifications (including membership of professional bodies) and relevant work related training

3 Employment Details

Present, or if unemployed, latest job

Starting date (MM/YY)	Job title	Earnings	Notice required

Employer's name	Address

Main duties and responsibilities (eg supervision, financial responsibility, decision making etc) and achievements in post. Please state reasons for your application.

Previous job history (state most recent first)

Date from (MM/YY)	Date to (MM/YY)	Employer's name	Job title and earnings	Duties and responsibilities (including reason for leaving)

4 Experience and Achievements

Please describe your achievements and try to show how you meet the job requirements.

5 Additional Information

Present, or if unemployed, latest job

Have you any criminal convictions not regarded as spent under the rehabilitation of offenders (NI) order 1978

If yes, please describe the offence

Give details of any injury or illness which resulted in absence from work in the last 2 years. Please indicate duration(s).

6 Referees (External applicants only)

Please give the name and addresses of two business references. One of whom should normally be your current/last employer

Name and title	Address	Telephone Number

May we approach the referees before an offer is made?

PLEASE DO NOT FORGET TO FULLY COMPLETE THE MONITORING SECTION SINCE FAILURE TO SUPPLY THE INFORMATION REQUESTED WILL MEAN THAT YOUR APPLICATION WILL NOT BE CONSIDERED.

7 Declaration

The information I have provided is correct to the best of my knowledge and belief

Signature	Date