

**Severn Wye Energy Agency Ltd**  
**APPLICATION FORM FOR THE POST OF**  
**Administrator**

PLEASE COMPLETE THE FORM IN BLACK PEN OR INK TO AID PHOTOCOPYING

**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.**

APPLICATIONS BY EMAIL WITHIN THE DEADLINE WILL BE ACCEPTED, SO LONG AS WE ALSO  
RECEIVE A SIGNED HARD COPY BY POST. HOWEVER PLEASE DO NOT ASSUME THAT THEY  
HAVE BEEN RECEIVED UNTIL YOU RECEIVE AN EMAIL ACKNOWLEDGEMENT.

**Please return this form by 5pm 31<sup>st</sup> January 2012**

**Attn: Recruitment**  
**Severn Wye Energy Agency Ltd**  
**Unit 15, Highnam Business Centre**  
**Highnam, Gloucester, GL2 8DN**  
**Fax: 01452 835060 Email: [Recruitment@swea.co.uk](mailto:Recruitment@swea.co.uk)**  
**Website: [www.swea.co.uk](http://www.swea.co.uk)**

**Personal Details**

Name:

Address:

Postcode:

Mobile Number:

Home Telephone Number:

Email:

Have you had any serious illness or disability:

If YES, please explain

**I DECLARE THE INFORMATION PROVIDED WITHIN THIS APPLICATION FORM TO BE TRUE**

**SIGNED**

**DATE**

Office use only  
Ref No:

**Education and Training**

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)**

---

<b>Other professional/management training e.g. short courses etc.</b>	<b>Dates:</b>

**Previous Employment (most recent first)**

<b>Name and address of employer</b>	<b>Job title and key tasks</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>	<b>Final Salary</b>


**Further Information (1500 word limit)**

Please indicate how your skills and experience fit you for this post, ensuring that you show how you meet the 'Person Specification' outlined in the Job Description and giving any information you consider appropriate to your application.

**Referees**

Name	Position	Address, Telephone Number, Fax Number & Email if available.

**General**

Where did you see the Vacancy Advertised?	
Do you hold a current full driving license?	<input type="checkbox"/>
If appointed, when could you start?	

**Please Note**

***Application forms will be kept on file for 6 months, after this time they will be confidentially shredded to comply with the Data Protection Act. Feedback will only be given on request for people short-listed for interviews.***