

Job Application Guidance Notes

Centrax Gas Turbines Division manufactures and maintains generator sets in the range 2.5 to 6.3 MWe using the Rolls-Royce 501 and 58 MWe using the Rolls-Royce Trent series of gas turbines, for applications in Combined Heat and Power / Cogeneration, base load power and stand-by power. The Company has many customers throughout the world in a variety of industries including Oil & Gas, District Heating, Food, Chemicals, Brewing, Manufacturing, Ceramics, Paper and Automobile.

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Centrax Turbine Components Division specialises in compressor and turbine aerofoils, discs, shafts, casings etc., and is an approved supplier of high quality machined components and assemblies to major original equipment gas turbine engine manufacturing companies (OEM's) worldwide, for Civil and Military Aerospace and Industrial gas turbines applications.

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Centrax has an **Equal Opportunities in Employment Policy**. This ensures that equal opportunities will be afforded to all job applicants in all stages of the recruitment process irrespective of your gender, **race**, disability, **colour**, ethnic or national origin, **nationality**, sexuality, **gender identify**, marital status, **responsibility for dependants**, religion, **trade union activity and age**.

The Application Form

Completing the application form is the first step in the recruitment process which may lead to an interview and possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. If you are unable to complete the form you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape or in another format you may do so. Your recording should follow the format of the application. Please let us know if you require a copy of the application form in larger type.

Criminal Records Bureau (CRB) disclosures

Please be aware that for some posts a CRB check will be required. If you have had a check carried out recently you will be asked to show a copy and a confirmation check will be carried out to ensure that the reference number and identity details match. However in most cases a new check will be required.

Section 1: Personal Details

Please enter your personal details fully and clearly so that we may contact you about your application.

If you do not currently have a National Insurance, please leave this blank.

Section 2: Employment History

We require information on your present or most recent employment. If you have recently left school, college or a training programme and have not yet had a full time or permanent job, please give details of other recent employment that you may have had such as work experience, part time, holiday or voluntary work.

Please give a reason as to why you are seeking new employment. If you are currently unemployed please indicate in the space provided.

Section 3: Previous Employment

As well as information on your present employment we require details on any past employment. If you have any gaps please provide an explanation in the area provided.

Section 4: Education, Training and Development

We are interested in any form of education, training and development you have received, including any courses that did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas. Please include any education etc even if you do not think that it is relevant to the job.

The membership section refers to any membership of institutes or organisations, e.g. Professional, Occupational or Trade Membership.

Section 5: Supporting Statement

When completing this section please ensure that you have read the job description carefully. Mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies. Draw upon your skills and experience and then match these against specifics on the job description.

Section 6: References

References will be taken up before appointment. In any instance the references will only be considered once interviews have taken place to support the selection decision. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or another person in your organisation designated to provide references.

If you are unable to provide an employer reference for reason of unemployment or where the employer no longer exists, you are asked to name referees who are able to verify your good character.

School or college leavers should give a Head Teacher or their College Principal as the first referee.

'Occupation' refers to the referee e.g. Manager/Head Teacher. 'Relationship' refers to how they know you e.g. neighbour, if the reference is not from a work place.

Section 7: Additional Information

Please answer all the questions in this section.

If you consider yourself to have a disability and require any special arrangements at the interview please contact the Human Resources Department (01626 3583000). Contact hours are Mon – Thurs 08.00 – 17.00, Fri 0800 – 16.00.

Signature

Please sign and date the application form to declare that the information that you have provided is complete and accurate. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

Data Protection Act 1998

Under this act we can hold information on unsuccessful applicants for 6 months before they are destroyed. Please indicate if you give your permission for Centrax Ltd to hold them for 12 months before they are destroyed.

Equal Opportunities and Ethnic Monitoring

All applicants are requested to complete this section to enable us to monitor how effective Centrax Ltd is in Equal Opportunity employment. Any information gathered will not identify individuals but will only be used to measure how we are progressing as a company.

What happens next?

After the closing date, short listing will be conducted by matching your skills/experience(s) against the requirements stated in the job description. You are selected for an interview entirely on the contents of your application form so please read the Job Description carefully before you complete your form. Each application is given equal consideration. All applicants will be treated fairly and no assumptions made about you.

If you do not hear from us by the second week after the closing date of the job, please assume that you have not been successful in your application.

Thank you for your interest and we look forward to receiving your application form.