**APPLICATION FOR EMPLOYMENT**

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| **Researcher and Project Assistant – July – 2018**  **PERSONAL DETAILS** | | | | | |
| **Title** |  | | **Surname:** | | |
| **First Name(s):** | | |
| Address (For correspondence)  Postcode | | | | | National Insurance No:  Nationality:  Telephone Number(s):  Mobile:  Home:  Work:  e-mail:  May we contact you at work? Yes/No |
| **The following details on this page will be used to sift your application using essential and desirable criteria.** | | | | | |
| **QUALIFICATIONS/EDUCATION / DATES** | | | | | |
| Undergraduate Degree | |  | | | |
| Post-graduate Degree | |  | | | |
| Doctorate | |  | | | |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) | | | | | |
| **Essential:** | | | | | |
| A good undergraduate Degree in a field relevant to Levin Sources work (e.g. Economics, Law, Engineering, Mining Engineering, International Development, Human Rights, Geography, Anthropology, Political Science, Conservation, Business Studies, etc.) | | | |  | |
| **OR** | | | |  | |
| Demonstrate equivalent level of knowledge and 1-3 years research experience working in a professional, results orientated environment.  Professional experience in corporate sustainability, international development or management consulting would be an advantage. | | | |  | |
| Strong interest in social and environmental issues associated with emerging markets and supply chain management | | | |  | |
| Processing, analysing, and presenting qualitative and quantitative data | | | |  | |
| Presenting research findings in a suitable format (verbal and written) | | | |  | |
| Project management, monitoring & evaluation, planning budgets, coordinating bids | | | |  | |
| Experience working in African, Latin American, Asian, European, Middle Eastern country contexts | | | |  | |
| Experience working in mineral sectors (mining, processing, trading, recycling, logistics) and/or mineral markets (luxury jewellery, fashion, automotive, construction and green economy) | | | |  | |
| Producing high quality outputs such as reports and reviews | | | |  | |
| Fluency in oral and written English  Excellent writing skills | | | |  | |
| Excellent Computer Skills particularly MS word and excel | | | |  | |
| Fluency or good professional competency in French | | | |  | |
| Working under pressure and on own initiative | | | |  | |
| **Desirable:** | | | | | |
| Fluency or good professional competency in other language | | | |  | |
| Professional experience in corporate sustainability, international development or management consulting | | | |  | |
| GIS and SQL Skills | | | |  | |
| Please add in up to a max of two additional lines for other skills | | | | | |
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| **HOW DID YOU FIND OUT ABOUT THIS VACANCY? (Please tick)** | | | | | | | |
| Advertisement (please state publication): | | |  | | Direct Email: | |  |
| Levin Sources Web Page: | | |  | | Social Media (please state source): | |  |
| Other (Please state): | | | | | | | |
| THE IMMIGRATION AND ASYLUM ACT 1996 | | | | | | | |
| Do you need a work permit to work in the UK? Yes / No    **We cannot support working visa applications so you must have permission to work in the UK when you apply.**  **ALL CANDIDATES WILL BE REQUIRED TO BRING THEIR PASSPORT OR BIRTH CERTIFICATE TO THE INTERVIEW.** | | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | |
| **CURRENT/MOST RECENT EMPLOYER** | | | | | | | |
| **Employer name & address:** | | | | **Please summarise duties/responsibilities and state the reasons for leaving this employment:** | | | |
| **Position held:**  (Please indicate if this is Full time or Part time) | | | |
| **Start date:** | | | |
| **Leaving date** (If applicable): | | | |
| **Notice period:** | | | |
| **Current/last salary:** (Indicate Overtime and Bonus  Payments Separately)  **Current benefits:** | | | |
| **PREVIOUS EMPLOYERS (Most recent first)** | | | | | | | |
| **From**  (MM/YY) | **To**  (MM/YY) | **Position held, full or part time, employer name & address** | | | | **Summary of duties & reason for leaving** | |
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| **EDUCATION / TRAINING** | | | | |
| You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known | | | | |
| **Dates**  **From** | **To** | **Universities, Colleges & Schools** | **Details of Subjects & Levels Studied** | **Results** | |
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| **Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for.** |

| REFERENCES | |
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| Please give names, addresses of two referees, and indicate whether we can take up references prior to interview. One must be your current, or most recent, employer. | |
| Name:  Address:  Telephone:  e-mail:  Fax:  Job Title:  In what capacity do you know the referee: | Name:  Address:  Telephone:  e-mail:  Fax:  Job Title:  In what capacity do you know the referee: | |

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| **AVAILABILITY** It is not normally possible to alter interview dates to suit individual requirements. |

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| **DECLARATION**  I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.  I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with Data Protection Act 2018 (DPA 2018). You can find our privacy policy on the website http://www.levinsources.com/cookies-privacy  Signature: . . . . . . . . . . . . . . . . . . . . . . . Date:. . . . . . . . . . . . . . . . . . .  (if sent by email we will accept your email account name as a substitute signature) |

**Forms can be emailed to** jane.barnett@levinsources.com

**Please attach your Curriculum Vitae and writing sample**