**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 EnglishExcellent 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-privacySignature: . . . . . . . . . . . . . . . . . . . . . . . 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**