

Opportunities for Technical Staff Trainees

Location (Company wide): North-East and Yorkshire
Salary £18k - £24k

Are you the type of person who likes solving problems?
If so, you may be the person we are looking for

CE Electric UK is the power distribution business in Yorkshire and the North East, working through its subsidiaries YEDL and NEDL. We own, operate and maintain 90,000km of power lines and underground cables spanning from the border of Scotland in the North to the plains of Lincolnshire in the South; from the North Sea coast across to the Yorkshire Dales. More than 3.8m households and businesses rely upon our staff and our network to provide them with a safe and reliable electricity supply, 24 hours a day, 365 days a year.

We employ over 500 hundred engineers and professional support staff working throughout the region. We are looking for the next generation of engineers to help us design, construct, operate, repair, maintain and ultimately replace the electricity distribution network across Yorkshire and the North East.

You will help to rebuild the electricity network to ensure that Yorkshire and the North East has a sustainable economy supported by increasing amounts of renewable generation and other green technologies. Having completed a relevant engineering or professional qualification at HNC level or higher, you may already be working within an engineering discipline, looking for a change in direction, or this might be your first job.

Our commitment to you...

You'll work in a safe and supportive environment with an attractive salary and employment benefits. You will be part of one of the UK's leading power distribution companies that values its employees. Up to two year's training will be provided covering all of the engineering and professional parts of the business. On completion of your training you will be allocated to a department within the distribution business where you will consolidate your experience and start to make a genuine contribution to the business.

As CE Electric UK has a requirement to provide a 24/7 service, once suitably trained and authorised, there may be a requirement for you to undertake out of hours fault restoration duties as part of a standby rota.

Key attributes for the role include:

- Problem solving
- Commitment to customer service
- Good time management
- Good spoken and written communication
- Ability to work in a team and individually
- Possession of a full driving licence

Qualifications and experience:

Trainee opportunities are available for people who have a HNC or equivalent professional qualification in a relevant discipline; Graduate development opportunities, leading to chartered engineer status, also exist for people with higher qualifications in electrical engineering. Whilst knowledge of the UK electricity distribution network would be of benefit it is not essential.

Candidates who consider they have the correct attributes for the post should contact ceuk.recruitment@ce-electricuk.com or HR Voice Mail 0191 229 4182 for an application form quoting reference number WFR/TST 2010.

Closing date: **Friday 30th July 2010**

Learn more about us at www.celectricuk.com

EMPLOYMENT APPLICATION FORM
STRICTLY CONFIDENTIAL

All information will be treated confidentially. We are committed to promoting Equal Opportunity throughout the organisation.

Please read the guidance notes before completing this application form.

Application for the post of	Technical Staff Trainee		Reference number	WFR/TST 2010
Please circle	Full Time	Part Time		Permanent
Post Advertised in				

Section 1 - Personal Details

Surname		Forename	
Home Address (Include postcode, if this is a temporary address please also give your usual home address)			
Contact telephone number	Daytime		Evening
Email Address			

Section 2 - Asylum and Immigration Act

The Asylum and Immigration Act 1996 makes it a criminal offence to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.		
If you require a work permit to work in the United Kingdom, do you currently hold one?	YES	NO

Section 3 - Applicants with Disabilities

CE Electric will guarantee to interview all disabled applicants who meet the minimum criteria for the post for which they are applying. The Disability Discrimination Act 1995 defines disabled person as 'An individual who has a long term physical or mental impairment which has a substantial adverse effect on their ability to carry out normal day to day activities		
Do you consider yourself to be disabled under the Disability Discrimination Act?	YES	NO
(If yes, please list below any reasonable adjustment)		
During the interview process:	In carrying out the role for which you are applying:	

Section 4 - Rehabilitation of Offenders Act 1974

(Please refer to the guidance notes before completing this question)		
Have you ever been convicted of a criminal offence	YES	NO
If yes, please provide details		

Section 5 - References

(Please refer to the guidance notes before completing this question)					
Name		Name			
Job Title		Job Title			
Capacity in which known		Capacity in which known			
Address		Address			
Telephone Number		Telephone Number			
Can we contact prior to interview?	YES	NO	Can we contact prior to interview?	YES	NO

Section 6 - Education

Dates From	Dates To	All Courses / Qualifications (please specify Maths and English qualifications attained and HNC (or higher for graduate consideration) or equivalent professional qualification in a relevant discipline)	Grade	Year

Section 7 - Employment History (present or most recent first)

Please use a separate sheet if necessary

Name and Address of Employer	Job	Date From	Date To	Salary	Reason for leaving

Please give details of your main duties and responsibilities in your present or most recent job; or if you have not yet been employed please give details of any duties or responsibilities in clubs, hobbies, outside interests that you feel may be relevant to your application which describe you as a person. (Please use a separate sheet if necessary)

Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for, please provide examples where required.

1. How do you manage your time, either personally, at work, school/college, through hobbies, etc?

2. Do you possess a full driving licence, or working towards? (circle below)

Full Clean / Full With Points / Working towards / Other (Please give details as necessary)

3. What do you know about the company / job, and what experience do you have that makes you suitable for this position/opportunity?

4. Give an example of something you have done or been involved in that you have been proud of: what was it; what did you do; who was involved; what was the outcome, etc.

5. Please give us an example of when you have dealt with a problem or difficult situation: what was it; what did you do; who was involved; what was the outcome, etc.

6. Please give us an example of when you have dealt with a customer's needs (a customer could be someone you know, someone at work, college, etc)

7. Please give us an example of how you communicate with others, either written, verbal, etc.

Please give details of any periods when you were not in employment, education or training.

Section 8 - General

If we offered you a position how much notice would you need to join us?

[] Weeks

[] Months

Are there any dates in August 2010 when you are unavailable for an interview or assessment day? (Please give details)

Section 9 - Declaration

As part of our recruitment process you may be required to complete a health questionnaire and attend a medical assessment which could include drugs and alcohol testing. You may also be required to provide us with details if you have ever been convicted of a criminal offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974.

This application may be read by members of the Human Resources departments, and Directors or Managers involved in recruitment at Yorkshire Electricity Distribution Services Ltd, Yorkshire Electricity Distribution Ltd, Northern Electric Distribution Ltd, Northern Electric Plc, Integrated Utility Services Ltd and any other company within CE Electric UK. In addition to the post for which you have applied this application may be considered for similar posts within CE Electric UK. If you do not want your application to be considered for other posts please state below.

I certify that all questions have been answered accurately and that I understand that any false information given on this form may render an offer of employment invalid or lead to termination of employment.

Signature _____ Date _____

I agree to the processing* of all data provided within this application form (including sensitive data**) in accordance with the Data Protection Act 1998.

Signature _____ Date _____

Definitions

* Processing includes obtaining, storage, accessing, disclosing and destruction of data.

** Sensitive data is categorised in the Data Protection Act 1998 as an individuals:

- racial or ethnic origin
- political opinions
- religious beliefs or other beliefs of a similar nature
- T.U. membership
- physical or mental conditions
- sexual life
- commission or alleged of any offence, or proceedings for any offence committed, the disposal of such proceedings or the sentence of any court in such proceedings.

Please complete and return this form by Friday 30th July 2010, to: Human Resources, CE Electric, New York Road, Shiremoor, Newcastle Upon Tyne, Tyne and Wear, NE27 0LP. Thank you.

Equal Opportunities Monitoring

Applicants are requested to complete the relevant boxes below which will enable us to monitor Equal Opportunities. Monitoring is recommended by Codes of Practice for the elimination of discrimination on the grounds of gender, sexual orientation, marital status, disability, age, nationality or ethnicity.

The information provided will not effect your application. It will be kept separate to your application and be held purely for statistical use in connection with monitoring.

Application for the post of	Technical Staff Trainee	Reference	WFR / TST 2010
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1.	Ethnic Origin: What is your ethnic group?		
Choose one section from A to F, then tick the appropriate box to indicate your background.			
A	Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian Background (If yes, please write it in the space provided below)	D	Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any Other Asian Background (If yes, please write it in the space provided below)
B	Black, Black British, Black English, Black Scottish, or Black Welsh <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black Background (If yes, please write it in the space provided below)	E	White <input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Other (If yes, please write it in the space provided below)
C	Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Background (If yes, please write it in the space provided below)	F	Other <input type="checkbox"/> Irish <input type="checkbox"/> Any other White Background. (If yes, please write it in the space provided below)

2.	Nationality	At Birth		Now	
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3.	Gender (Please circle)	FEMALE	MALE
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4.	Date of Birth	
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5.	Marital Status (Please circle)	SINGLE	MARRIED	OTHER
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6.	Do you consider yourself to have a disability (Please circle)	YES	NO
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If yes, please give details			
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7.	Religion	
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C O N F I D E N T I A L

Please remember to submit this form with your completed application form.

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

These guidance notes have been designed to assist applicants to complete the job application form. Please read these notes carefully before completing your Job Application Form and the Equality & Diversity Monitoring Form.

Equality and diversity

CE Electric UK is an equal opportunities employer and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. Through monitoring CE Electric UK is aware of the makeup of its employees and can then support, help and provide advice to employees where needed. Monitoring is also a requirement under the Race Relations Amendment Act 2000.

All information that applicants provide within the Application Form and the Equality and Diversity Monitoring Form will be held with regard for the following:

- Data Protection Act 1998
- Article 8 of the European Convention of Human Rights Act
- Information Commission Codes of Practice on Employee, Employer relations

If required this form can be made available, on request, in alternative formats, e.g. Braille, large print, tape, pictogram/graphic version. Contact the Human Resources Department

Data protection

Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

Advice on completing the application form

Applicants are advised to complete the application form in black ink. Applicants should ensure that their writing is legible. Where the applicant is disabled or may have difficulty in completing the application form CE Electric UK will accept the application form where it has been completed by another person for assistance, although the declaration at the back of the application must be signed by the actual applicant.

Before completing the application form applicants are advised to read through the application pack, in particular the job profile and person specification. You may wish to photocopy the application form to practice on first and then complete the original.

Step-by-step guide to help you complete your application form

SECTION ONE

Applicants should ensure that the post for which they are applying and the post reference number is clearly stated at the top of the application form. The post reference number can be found on the job advertisement and in your application pack

SECTION TWO

Asylum and Immigration Act 1996

All applicants are required to complete this section.

The Asylum and Immigration Act 1996 makes it a criminal offence for CE Electric UK to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom. [CE Electric UK has produced further guidance notes on the Asylum and Immigration Act and the documentary evidence that candidates will be required to produced. For further details please see the advisory notes.](#)

SECTION THREE

Applicants with Disabilities

CE Electric UK is a Positive about Disabled People employer. In accordance with the Disability Discrimination Act 1995 and the CE Electric UK Equal Opportunities policy adopts a positive action strategy in recruitment for internal and external disabled applicants. Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

SECTION FOUR

Rehabilitation of Offenders Act 1974

All applicants are required to complete this section.

Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal record which is 'spent' may answer 'no' to this question.

SECTION FIVE

References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed your last employer. Where possible references should be from separate sources and not from the same organisation or employer.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

CE Electric UK will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

SECTION SIX

Education

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations sat and where results are awaited.

SECTION SEVEN

Employment history and relevant job/hobby/clubs roles and responsibilities

All applicants must complete the previous employment section leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment.

General questions and examples of experience

All applicants must complete the general question if applicable to the position they have applied for.

SECTION EIGHT

Availability for interview and/or assessment days (these may be of one hour duration of a half or full day depending on the role and assessment process)

SECTION NINE

Declaration

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date.

ADDITIONAL INFORMATION

Applicants should provide supporting information where requested. It is important that you use the additional information section to clearly explain your particular skills, qualifications and experience.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

Where additional sheets are supplied the applicant must attach these securely to the application form, sign and date them.

The application form will be used initially for short listing for interview and may be referred to during the selection process.

SELECTION PROCEDURE

Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend. Unsuccessful applicants will receive notification in writing.

Candidates will be informed of any arrangements associated with the interview or selection process.

PROVISIONAL OFFER OF EMPLOYMENT

All offers of employment will be confirmed in writing.

Candidates who attended an interview and were subsequently unsuccessful will be informed in writing and offered the opportunity for feedback from the interviewing manager.