

JOB APPLICATION PACK NOTES



NOTES

This application pack consists of:

1. JOB APPLICATION PACK NOTES (this page)
2. OUTLINE JOB DESCRIPTION (3 pages)
3. RECRUITMENT PRIVACY POLICY (2 pages)
4. JOB APPLICATION FORM (4 pages)

Please read all the documents carefully and then print out and complete the Job Application Form.

Applicants must submit a completed application form with a covering letter explaining why you are interested in this post and what you can bring to it. You may also send a current CV if you wish.

The **Closing Date** for completed application is Monday 18th February 2019.

A first interview for short listed candidates will take place on Thursday 28th February 2019.

A second interview may be held in week commencing 4th March 2019.

Any offer of employment will be made subject to contract.

COMPANY BACKGROUND

Petrolab provides technical support services to the mining, minerals processing and materials industries worldwide and has been operating for over 20 years.

We are a petrographic consultancy. Petrography is the microscopic study of rocks, minerals or man-made materials.

The company has been making thin sections for the past five years and has built a varied client list, which continues to grow. Our clients include materials testing companies, academic institutions, junior mining companies and metallurgical consultants. We also undertake 'mundic' testing for chartered surveyors on concrete from houses in Cornwall and parts of Devon. More details of what we do can be found on our website.

If you have any queries about the company or the application process then you can call us on 01209 219541 or email aileen@petrolab.co.uk

JOB DESCRIPTION

MAIN PURPOSE

The postholder will work under supervision to assist in the preparation of sections from geological and construction materials for microscopic analysis. This is a position that will require routine operation and maintenance of precision machinery to cut, grind and polish materials. The postholder will also record and prepare samples for routine mineralogical and petrographic tests, including weighing and sieving.

REPORTING TO

Senior Laboratory Technician

LOCATION

This post will be based primarily at the company office at Redruth. The postholder will also be required to collect and deliver materials and occasionally use other sample analysis/preparation equipment based in the south-west region (Cornwall & Devon).

KEY DUTIES & RESPONSIBILITIES

Key tasks / responsibilities include:

1. Handling and recording of incoming/outgoing samples on a database. Communication with customers to confirm order details.
2. Splitting, batching and scheduling samples for thin-section preparation or for outsourced analysis. Maintenance of sample storage and tidiness of working area.
3. Support the Senior Laboratory Technician in all aspects of section preparation, including resin impregnation, cutting, grinding, polishing and gluing. Package finished sections and arrange dispatch.
4. Prepare samples for routine 'Mundic' concrete and other testing, including washing and sieving of samples.
5. Operation, cleaning and routine maintenance of section making and other laboratory equipment.
6. Quality control checks on finished sections.
7. Maintaining a healthy, safe and productive working environment.
8. Saturday working may be required from time to time.
9. Extended hours may be required from time to time.
10. Other duties reasonably requested from time to time.

PERSON SPECIFICATION

Laboratory Technician

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE: five or more A*-C grades, including English & Maths (or equivalent). 	<ul style="list-style-type: none"> NVQ level 2 in either laboratory, technical or engineering disciplines (or equivalent further education). Geological qualification.
Experience		<ul style="list-style-type: none"> Use of precision technical/ engineering machinery. Work in a laboratory environment. Geological interest.
Job skills	<ul style="list-style-type: none"> Ability to work accurately and adhere to strict procedures. Good attention to fine detail and finished quality. Good time management skills. Basic IT ability, including use of database, internet and email. Ability to communicate with customers and colleagues. 	
Personal qualities	<ul style="list-style-type: none"> Self-motivated, able to work on own initiative. Organised. Conscientious attitude to work. Consistently high standard of work. 	
Other	<ul style="list-style-type: none"> Physically capable of routine manual handling of samples (e.g. of rock, concrete and other building materials < 5 kg) and use of manually operated specialist equipment. Full driving licence 	

SALARY AND MAIN BENEFITS

Laboratory Technician

This is a full-time permanent position but subject to a six month probationary period.

Salary

Salary will be between £16,000 to £18,000 commensurate with qualifications and experience.

Hours

37.5 hours per week. Normal office hours are worked Monday to Friday between 08:30 to 17:00. Occasional Saturday working (in lieu of weekday) and / or extended hours may be required.

Annual leave

25 days annual leave entitlement + Bank & Public Holidays (England).

Pension

The postholder will be eligible to join Petrolab's chosen workplace pension scheme with NOW:Pensions. Petrolab will provide an employer's contribution of up to 5% of basic salary.

Private Health Care Insurance

Following the six month probationary period, the postholder will be eligible to join Petrolab's chosen private health care insurance scheme with Vitality Health.

Career Development

Petrolab encourages self-development of its staff and there may be the opportunity as the company grows for the right individual to take on additional responsibilities.

Recruitment Privacy Notice (compliant with GDPR)

As part of any recruitment process, Petrolab Ltd collects and processes personal data relating to job applicants. The company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Petrolab Ltd collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Petrolab Ltd may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record and on other IT systems (including email).

Why does Petrolab Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Petrolab Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Petrolab Ltd may process special categories of data, such as information about ethnic origin, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Petrolab Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with former employers to obtain references for you.

How does Petrolab Ltd protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Petrolab Ltd keep data?

If your application for employment is unsuccessful, the company will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the company to change incorrect or incomplete data;
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Petrolab Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact John Fletcher at john@petrolab.co.uk.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Petrolab Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

JOB APPLICATION FORM

GUIDELINES

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please print out and complete the form by hand in **black** ink and **BLOCK CAPITALS**. Please ensure the finished form is signed, dated and returned by the closing date to the address given at the end of the form.

Petrolab aims to ensure equal access and equal opportunities for all, irrespective of gender, marital status, ethnic origin, religion, disability, sexual orientation or age.

POSITION APPLIED FOR

Job title	LABORATORY TECHNICIAN
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APPLICANTS DETAILS

Title	Surname	First name	Date of birth

Home address	Telephone	
	Home	
	Work	
	Mobile	
Post code	Email address	

Are you currently employed?	YES	NO
How much notice do you need to give to your current employer?		
Do you hold a current driving licence?	YES	NO
Is there anything concerning your medical history or state of health that is relevant to your application?	YES*	NO
Are there any restrictions regarding your employment? e.g. do you require a Work Permit?	YES*	NO
Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)?	YES*	NO

* If you answer YES then please give brief details on a separate sheet of paper.

REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

	Referee 1		Referee 2
Name		Name	
Position		Position	
Organisation		Organisation	
Telephone		Telephone	

EMPLOYMENT RECORD

Please start with your most recent paid employment or voluntary work . Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in the section Experience / Skills.

1. Current/ most recent employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

2. Employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

3. Employer / organisation				
Name				
Address				
Job title		Date from		Date to
Main duties				
Reason for leaving				

EXPERIENCE / SKILLS

This IMPORTANT section is for you to give specific information in support of your application.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Please use the space below to relate your experience (paid or unpaid) and skills to the post. Use extra sheets as necessary. Alternatively, you can include this information in your covering letter.

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EDUCATION AND TRAINING

Starting with the most recent, please tell us about your education and any qualifications which you feel are relevant to the post. Below that, include details of any relevant courses. Use an extra sheet if necessary.

Name of school/college/university	Subject studied	Qualification / level	Date gained

Training course	Date

LEISURE

Please give details of your spare time interests and activities.

DECLARATION AND SIGNATURE

I declare that the information provided in this application is to the best of my knowledge correct and complete. I understand that false information or deliberate omission of any material facts may result in dismissal or withdrawal of a job offer.

By signing and returning this application form you consent to Petrolab using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Signature:

Date:

1. GENDER & ETHNIC ORIGIN

MALE	FEMALE

- Black/Asian/Chinese/Mixed**
- African
- Caribbean
- Asian (e.g. Bangladeshi, Indian, Pakistani, Sri Lankan)
- South East Asian (e.g. Chinese, Malaysian, Vietnamese, Thai)
- Mixed Race
- Other (please specify)
- White**
- UK
- Irish
- European
- Other (please specify)

2. DISABILITY

Do you consider you have a disability? YES / NO
 (If answering YES, please specify).

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If so, is there any special provision you would like us to make in order to offer you a fair selection interview or to help you do this job? (Please specify).

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**Thank you for your time and effort in completing this application form. Please return it to:
 Petrolab Ltd, C Edwards Offices, Gweal Pawl, Redruth, Cornwall TR15 3AE**