

JOB APPLICATION PACK NOTES



NOTES

This application pack consists of:

1. JOB APPLICATION PACK NOTES (this page)
2. OUTLINE JOB DESCRIPTION (3 pages)
3. 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 short 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.

Short listed candidates will be offered an interview and a visit the laboratory facilities.

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 25 years.

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

The company 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 and I.S. 465 testing on concrete from houses in Ireland. More details about the range of Petrolab's work 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 john@petrolab.co.uk

LABORATORY TECHNICIAN (THIN SECTION PREPARATION)



JOB DESCRIPTION

MAIN PURPOSE

You will work under supervision to prepare thin 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 and grind materials. You will also record and prepare other samples for testing.

REPORTING TO

Senior Mineralogist

LOCATION

This post will be based primarily at the company office at Redruth. The postholder will also be required to collect and deliver materials in the south-west region (Cornwall & Devon) from time to time.

KEY DUTIES & RESPONSIBILITIES

Key tasks / responsibilities include:

1. Handling and recording of incoming/outgoing samples on a database. Preparing (splitting, sieving, batching) samples for thin-section preparation.
2. Communication with technical staff to confirm sample / section preparation requirements.
3. Cutting and trimming samples using a bench cut-off saw.
4. Vacuum impregnation of samples with epoxy resin and mounting of sub-samples on glass sections using UV glue.
5. Operation, cleaning and routine maintenance of Pelcon thin section machine comprising precision diamond blade cutting saw and diamond grinding rollers. (See <http://pelcon.dk/products/automatic-thin-section-machine/> for details on this machine and a video of its use.)
6. Quality control checks on finished thin sections.
7. Careful sample custody, quality and timely completion of duties.
8. Cleaning of laboratory equipment, maintenance of sample storage and tidiness of working areas.
9. Extended hours and weekend working may be required from time to time.
10. Maintaining a healthy, safe and productive working environment.
11. Other duties reasonably requested from time to time.

PERSON SPECIFICATION**Laboratory Assistant**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Five or more GCSE grade C or above including Maths and English (or equivalent)	
Experience	<ul style="list-style-type: none">• Use of precision technical/ engineering machinery	<ul style="list-style-type: none">• Previous work in an analytical / laboratory environment
Job skills	<ul style="list-style-type: none">• Good level of physical fitness and manual dexterity• Craft skills / model making or other transferable skills demonstrating a high degree of precision in manual dexterity.• Good oral, written and numeracy skills• Ability to work accurately and adhere to laboratory procedures.• Computer literate / data entry	
Personal qualities	<ul style="list-style-type: none">• Conscientious attitude to work• Organised• Works calmly under pressure	
Other	<ul style="list-style-type: none">• Right to work in the UK	<ul style="list-style-type: none">• Full driving licence

SALARY AND MAIN BENEFITS

Laboratory Assistant

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

Salary

Full-time starting salary £18,000 to £24,000 per annum (pro rata for part-time), depending on experience.

Hours

Full-time is 37.5 hours per week. Normal office hours are worked Monday to Friday between 08:30 to 17:00. Some weekend work and occasional extended hours may be required (paid overtime). Alternatively the position can be offered with part-time hours (minimum 20 hours per week) over 4 days.

Annual leave

33 days annual leave entitlement including Bank & Public Holidays (England) (pro rata for part-time).

Pension

The postholder will be eligible to join Petrolab's chosen workplace pension scheme after 3 months 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.

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 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 (THIN SECTION PREPARATION)
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APPLICANTS DETAILS

Title	Surname	First name	Date of birth

Home address	Telephone	
	Home	
	Work	
	Mobile	
Post code		Email address

Current/ most recent salary (state rate per hour or pro rata annual amount).		
How much notice do you need to give? / When can you start?		
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:
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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**