

The information given on this form will remain confidential at all times. Please send completed forms to [recruitment@elmgroup.org.uk](mailto:recruitment@elmgroup.org.uk) our postal address can be found on our website [www.elmgroup.org.uk](http://www.elmgroup.org.uk). If you have any questions regarding this form, please contact us on 01252 356000.

1. Position applied for:	Location:		
Where did you see/hear about the post? (Please highlight)	ELM Website Agency	Indeed Other-Online	Word of Mouth Printed Media
Referred by employee (please name):			

2. Personal			
Full Name		Mr/Mrs/Ms/Miss/Mx	
Telephone		Mobile	
Address		Postcode	
		E-mail	

Have you applied for a role or been employed by ELM Group before?	Yes	No
<i>If yes, please give details of which role and when:</i>		
Do you know anyone who lives/works at the location where you are applying?	Yes	No
Are you related to any existing employee or Board Member of ELM Group?	Yes	No
<i>If answer is yes to either of the above, who and in what capacity?</i>		

3. Right to work in the UK
Employers are legally required to carry out right to work checks on people before employing them to make sure they are allowed to work, and to prevent illegal working in the UK. In order to comply with this, ELM Group requires the successful candidate, before commencing employment, to be able to produce original documentation (such as a passport, birth certificate, Government ID card, Visa etc.) to corroborate this.
Please confirm you can do this by ticking this box. <input type="checkbox"/>

<b>4. Qualifications</b> <i>i.e. Academic and/or any relevant industry qualifications</i>	
<i>Please list your most recent or relevant qualifications below, If this information is on an attached CV, please add 'refer to CV'</i>	
GCSE or equivalent Grade C or above in Maths and English	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>5. Present or most recent employment</b>			
Name of Employer			
Nature of Business			
Present/Last Position		Length of time in this post	
Current/Last Salary		Notice Required	
Brief Description of Duties & reason for leaving			

<b>6. Previous Employment</b> <i>Please show multiple roles under same employer. If this is on an attached CV, please leave blank</i>				
Employer's name & location	Your Position	From	To	Reason for leaving

## 7. Application for this post

Please state the principal reasons why you are interested in this role and what makes you suitable for this position.

## 8. Experience & Skills

Please have a look at our ELM Way below and provide examples of how you have demonstrated these values in your previous roles.



- We treat everyone as an individual
- We do the right thing
- We strive to be the best
- We keep our promises

### 9. Other Employment

If you are employed by ELM Group, will you continue working elsewhere? Yes  No

If **yes**, please contact the HR department to discuss how this will fit in alongside your role

### 10. References

*If you are successful in your application, we will need to obtain two references for you, preferably two employment references. However, we can accept one employment and one professional reference i.e., someone who has known you in a professional capacity e.g., police officer, accountant, nurse etc.*

First Referee		Second Referee
Preferably current or last employer		Preferably current or last employer
Name/company		
Email address: Tel. No:		
Relationship		

### 11. Criminal Convictions

The post for which you are applying is a regulated position. It is a **criminal offence** for a disqualified person to apply to work in a regulated position. The post is also exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended. This means that **all convictions**, including those that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974 **must be declared**.

The information provided will be taken into account in deciding whether to make an appointment or not. It will be completely confidential and will be considered only in relation to this application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions from The Disclosure and Barring Service.

Are you a disqualified person or have you ever been convicted in a court of law or accepted a police caution, reprimand or final warning in respect of any offence?

Yes

No

*If the answer to either of these questions is 'Yes' please provide details*

Elm Group are required to apply for a Standard Disclosure for all employees in an Estate Manager role. Do you have a current enhanced or standard DBS check dated in the last 3 months, or are you on the update service? Yes  No

Please provide registration/PIN number for the update service (if applicable):

If you have previously had any other surname(s) or forename(s), please declare all of them below and state the date of each change and the reason.

## 12. Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

### PRIVACY NOTICE – JOB APPLICANTS

*In accordance with the Data Protection Act 1998 and EU General Data Protection Regulations we process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.*

*We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months (or longer if the law requires this) and then will be securely destroyed.*

*This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.*

*If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email [recruitment@elmgroup.org.uk](mailto:recruitment@elmgroup.org.uk) with the Subject title "Subject Access Request" or write to us ELM Group, 2 Archipelgo, Lyon Way, Frimley, Surrey, GU16 7ER.*

## EQUAL OPPORTUNITIES MONITORING FORM

We are committed to an Equal Opportunities Policy. To help us to monitor the effectiveness of this policy we would like you to complete this form. The data we collect is only used for Equal Opportunities monitoring purposes and is kept confidentially. This form will be detached from the main application form before shortlisting.

The aim of our Equal Opportunities Policy is to ensure that no job applicant or employee receives less favourable treatment on the following grounds: - race, colour, nationality, ethnic origin, age, marital status, gender, sexual orientation, disability, creed or religion.

<b>POST APPLIED FOR:</b>			
Name:	Date of birth:	Male	Female
<b><i>Ethnic Origin</i></b>			
Please tick one box only			
<b>a. White</b>	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other
<b>b. Mixed</b>	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Other
<b>c. Asian or Asian British</b>	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Other		
<b>d. Black or Black British</b>	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other
<b>e. Chinese or other ethnic group</b>	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other	
<b>f. Refused</b>	<input type="checkbox"/>		
<b><i>Disability</i></b>			
The Disability Discrimination Act states that "a person has a disability... if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities."			
<b>Do you consider yourself to have a disability according to this definition?</b>		Yes	No

This form will be detached from the application form before the shortlisting process.