

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. In the event you are offered a post with ELM Group you would then be required to complete the full application form as this becomes part of our terms and conditions.

<b>1. Position applied for:</b>		<b>Location:</b>	
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>		
Are you currently employed? If yes:	Job Title:	
	How much notice do you have to give?	

### 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.

### 4. 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

**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"/>		
<p><b><i>Disability</i></b></p> <p>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.”</p> <p><b>Do you consider yourself to have a disability according to this definition?</b>      Yes      No</p>			

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