

JOB APPLICATION FORM

The information given on this form will remain confidential at all times. Application forms are kept securely for 6 months from the closing date of the vacancy being advertised, then destroyed, unless the candidate requests that the information is not kept.

Application for the post of:

Please reply to: HR Department
 ELM Group
 Building 2, Archipelago
 Lyon Way,
 Frimley, GU16 7ER
 Tel: 01252 356 000
 recruitment@elmgroup.org.uk

Please complete all sections in type or black ink.

1. PERSONAL						
Surname	Title: Mr /Mrs/ Ms/ Miss					
First Names						
Address						
Telephone Nos.	Home		Work		Mob.	
E-mail address						

2. BACKGROUND	<i>Please tick appropriate answer.</i>	YES	NO
Have you ever applied for a post with ELM Group? If yes, which post and when:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously been employed by ELM Group? If yes, which post and when:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you related to any existing employee or Board Member of ELM Group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know anyone who lives/works at the venue you're applying to be based? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. EDUCATION/FURTHER EDUCATION		
Examinations, subjects passed and date:		

4. WHERE DID YOU SEE/HEAR ABOUT THE POST

5. REFEREES
Please give the name and address of two referees.

First Referee	Preferably current or last employer	
Name		
Email address (or postal address if email not available)		
Tel. No.		
Relationship		
Can we approach your current employer prior to interview?	Yes	No

Second Referee	Preferably from a previous employment. If without two previous jobs (or if unable to do this) please provide, as appropriate, the names of two educational or personal referees (other than family members).	
Name		
Email address (or postal address if email not available)		
Tel. No.		

Relationship			
6. PRESENT OR MOST RECENT EMPLOYMENT			
Name of Employer			
Address/Telephone No.			
Nature of Business			
Present/Last Position		Length of time in this post	
Current/Last Salary		Notice Required	
Brief Description of Duties			
Why do you want to, or why did you leave?			

7. PREVIOUS EMPLOYMENT (Most recent first, include previous posts with same employer.)				
Employer's name and address	Your Position and Salary	From (Date)	To (Date)	Brief Description of Duties and reasons for leaving

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8. OTHER EMPLOYMENT

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

If **yes**, how many hours will you be contracting to this employer on a weekly and monthly basis?

Hours per week: Hours per month:

What is your start and finish time?

Start:

Finish:

Do you receive any leave entitlement?

Yes

No

What is your basic rest entitlement?

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9. DRIVING LICENCE

Yes

No

Do you possess a current, clean driving licence?

If no, please give details (including any penalty points):

Please note we will ask to see your driving licence and insurance details if the post includes driving for business purposes (i.e. not just between the office and home).

10. EXPERIENCE / TRAINING

Please outline the skills, experience and any training you have gained through paid employment and outside interests and why they are relevant to the position applied for. (Please continue on a separate sheet if necessary.)

11. APPLICATION FOR THIS POST

Please state the principal reasons why you are interested in this post and why we should shortlist you. (Please continue on a separate sheet if necessary.)

12. 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 Criminal Records Bureau.

Are you a disqualified person?	Yes	No
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If "yes", give full details

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

Signed:	Date:
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Registration/PIN number (if applicable):

13. RIGHT TO WORK IN THE UK

It has been an offence since 27 Jan 1997 to take into employment a person who is subject to immigration control unless the person has current and valid permission to be in the UK and the permission does not prevent him or her from taking the job in question, or the person comes into a category where such employment is otherwise allowed. As a result and in order to comply with this,

RLHA requires the successful candidate, before commencing employment, to be able to produce original documentation (such as a British passport) to corroborate this.

Please confirm you can do this by ticking this box.

We will provide a full list of documentation acceptable at the interview stage.

14. 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. . Your personal information will not be retained beyond prescribed periods and you have the right to be forgotten

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 with the Subject title "Subject Access Request" or write to us ELM Group, 2nd Floor Victoria House, Victoria Road, Aldershot, Hampshire, GU11 1EJ.

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.

POST APPLIED FOR:		
Name:	Date of birth:	Male/Female
<i>Ethnic Origin</i>		
Please tick one box only		
a. White	<input type="checkbox"/> British <input type="checkbox"/> Irish	<input type="checkbox"/> Other
b. Mixed	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African
	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other
c. Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Other	
d. Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African	<input type="checkbox"/> Other
e. Chinese or other ethnic group	<input type="checkbox"/> Chinese <input type="checkbox"/> Other	
f. Refused	<input type="checkbox"/>	
<i>Disability</i>		
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.”		
Do you consider yourself to have a disability according to this definition?		Yes/No

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