**TMO Estate Manager Application Form**

**Important notes for completion of the application for**

This application form is all the information we have about you as a candidate. It is therefore vital that you give as much relevant information as possible. In particular make sure you read and understand the job description and selection criteria which accompany this form. It is important that you fully complete **section 9** telling us in detail how you meet each of the selection criteria in turn under appropriate criterion headings (using extra paper if you require). CVs will not be accepted. You must fill in all sections of the application form that apply to you.

**Please return form to:** **info@gloucestergrovetmo.org** **by 17:00 on 10 February 2023**

**1. Applicant's personal details**

Applicant's surname Initial(s)

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| --- | --- |
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Permanent home address Postcode

|  |  |
| --- | --- |
|  |  |

Email address NI No

|  |  |
| --- | --- |
|  |  |

Home telephone no. Work telephone no. Including extension

|  |  |
| --- | --- |
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Do you require a work permit?

If YES, when does your current work permit expire?

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**2. Details of references**

Please give the names and addresses of two people from whom a current reference may be obtained. They should NOT related to you. They must be able to provide professional references.

**1st REFEREE 2nd REFEREE**

Name Name

|  |  |
| --- | --- |
|  |  |

Address, including email Address, including email

|  |  |
| --- | --- |
|  |  |

Telephone no. Telephone no.

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| --- | --- |
|  |  |

Connection with applicant Connection with applicant

|  |  |
| --- | --- |
|  |  |

May we contact this person before May we contact this person before interview? Before interview?

**3. Rehabilitation of Offenders Act 1974**

Do you have any criminal convictions, bindovers, formal warnings or cautions, including 'spent' convictions under the Rehabilitation of Offenders Act 1974.

If YES please give details

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**4. Relationship to current employee/** **Gloucester Grove TMO Board Member**

To your knowledge are you related to any employee or Gloucester Grove TMO Board Member

If YES, please give details

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**5. Current/most recent appointment**

Employer’s name

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Employer’s address

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Position held

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| --- |
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Salary: basic pay plus any allowances Start date

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| --- | --- |
|  |  |

Leaving date (if applicable) Reason for leaving (if applicable)

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| --- | --- |
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Please give a description of the duties involved in this post.

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*Please continue to give a description of the duties involved in this post.*

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**6. Previous appointments**

Please state other experiences starting with the most recent first. This may be paid employment, voluntary work, or any other activity

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| --- | --- | --- | --- |
| **Dates(From –To)** | **Name and addressof Employer** | **Salary and Reason for Leaving** | **Position held**  |
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**Please continue stating other experiences**

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| --- | --- | --- | --- |
| **Dates(From –To)** | **Name and addressof Employer** | **Salary and Reason for Leaving** | **Position Held**  |
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**7. Details of education**

**Please list Schools/Colleges/University you have attended**

Name of school/college/university Qualification level/skills gained

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You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

**8. Other training**

Please give details (e.g. relevant in-service training, etc.)

**Description of course Dates
 From - To**

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**9. Please demonstrate how you meet the selection criteria**

Drawing upon your experience/skills/abilities and qualifications explain how you meet each criterion and what makes you suitable for this position. Address each one in turn adding extra pages where nessessary.

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**10.0 IMPORTANT INFORMATION**

Please read before signing this application form

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. Gloucester Grove TMO CIC Ltd may obtain from or provide information to third parties, or may data match information it holds about its employees for the purposes of the detection and prevention of crime.

**Declaration**

I accept that any offer of employment is conditional on the provision by me of true, accurate information with no material omissions. I give my consent to Gloucester Grove TMO CIC Ltd making such reasonable enquiries as it sees fit in respect of my application. As part of this application I agree to the provision of background character information being obtained from the Criminal Records Bureau under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and understand that the checks requested are in accordance with the relevant legislation. I (the job applicant) confirm that the information provided in support of this application is accurate and true and that I have not omitted any material facts. I understand that knowingly to make a false statement for this purpose is a criminal offence and will mean that any provisional offer of employment made to me will be withdrawn, or if in post, will lead to the termination of my contract of employment without notice.

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| --- | --- |
| Signature | Date |
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