

## E3 CONSULTING APPLICATION FORM

<b>Name</b>	
<b>Position Applied For</b>	
<b>Date of Submission</b>	
<b>Where did you see the Advert?</b>	
<b>Job Reference</b>	

The Application Form allows us to have more of an understanding of who you are as a person, and your potential suitability for the role and how you may fit into the E<sup>3</sup> Consulting team. The more information that you provide about yourself at this stage of the recruitment process, the more we can understand your skills, experience and aspirations.

Please invest the required time when completing the Application Form. There is an expectation that you should attempt to answer all questions as fully as possible, giving as many examples of evidence in response to each question as required. Your examples should be as varied and tailored as much as possible for each question so that we can have more of an in-depth understanding of yourself. **PLEASE DO NOT USE AI SOFTWARE TO COMPLETE THIS FORM - AND CONFIRM LATER THAT YOUR RESPONSES ARE ENTIRELY YOUR OWN WORK.**

**Submission**  
Before completing the Application Form, please ensure you have fully reviewed the E<sup>3</sup> Consulting careers section as well as the other areas of our website and including our social media channels. This will give you a detailed insight into who we are, what we deliver for clients and how we operate as a business. To accompany your Application Form, please attach a tailored covering letter as per the detail within the email accompanying this Application Form.

Check List before completion:

- Reviewed Careers Section of E<sup>3</sup> Consulting's website ☐
- Reviewed E<sup>3</sup> Consulting's social media channels ☐
- Confirmation - the responses in this form are my own work and not derived from AI in any manner ☐

**If you have any questions or require reasonable adjustments, then please telephone Nicky Oliver, Client & Marketing Director on 0345 230 6450.**

**Completed Application Forms should be returned by email to [recruitment@e3consulting.co.uk](mailto:recruitment@e3consulting.co.uk), together with a tailored covering letter.**

**Please note:**  
You should complete this form electronically; however you will be required to sign your application as a true record before any offer of employment is made. Any offer of employment is subject to the receipt of references satisfactory to the Company.

E<sup>3</sup> Consulting is committed to equality of opportunity for all. We recruit solely on merit and suitability. Applications are welcome from all people with the require skills and equally with the potential to do the job.

*If you need support to complete this form or require an alternative format, please contact us.*

E<sup>3</sup> Consulting will provide equality of opportunity to all job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origins, sex, sexual orientation, religion or spiritual belief, marital status, age, working part-time, social class, disability or any other protected characteristic as stated under the Equality Act 2010. We will provide reasonable adjustments wherever possible to support any applicant to be considered fairly for any role(s) applied for, as requested and within our control.

## APPLICATION FORM

Please complete ALL boxes. Insert N/A in all those that are Not Applicable.			
<b>PERSONAL DETAILS</b>			
Title	Forename(s)		Surname
<p>Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? E.g. do you require sponsorship?</p> <p>Yes                                      No                                      (Delete as applicable)</p> <p>If YES, please give details:</p>			
Home address:		Term/temporary address (if different):	
Which of these is your preferred address for correspondence?			
Mobile telephone		Home telephone	
Email address			
Are you willing to relocate to be near/attend our Wimborne Office?		Yes      No      (Delete as applicable)	
<p>Please inform us when you would be available to commence this role and your availability throughout the working week, as well as any upcoming commitments (including booked and potential holidays, other tentative commitments etc.) :</p>			
Full UK driving licence?		Yes      No      (Delete as applicable)	

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Have you ever been convicted of a criminal offence or have you any unspent convictions as defined in the Rehabilitation of Offenders Act 1974?

Yes

No

(Delete as applicable)

If YES, please give details:

**1. YOUR INTEREST IN E<sup>3</sup> CONSULTING (max.273 words)**

What is your understanding of the work that we do at E3 Consulting?

**2. DESCRIBE HOW YOU CAME TO THE DECISION TO APPLY TO E<sup>3</sup> CONSULTING (max. 273 words)**

a) How have you specifically researched E<sup>3</sup> Consulting?

b) How do you think E<sup>3</sup> Consulting stands out from the crowd?

c) What do you think E<sup>3</sup> Consulting can potentially offer you?

## EDUCATIONAL DETAILS

### UNIVERSITY ATTENDED (as applicable)

Name of University:			
Degree:			
Grade:		Achieved/Expected	(Delete as applicable)
Start Date:		End Date:	

3. Please pick a key project or essay from your degree which you have or are writing - preferably your dissertation or final project, if applicable (max. 419 words)

a) What was/is the title and subject? Please explain why you chose this?

b) What were/are your initial objectives?

c) If relevant, what was your conclusion and how, did this differ from your original objectives?

d) What have you learnt from your research and the whole process?

4. What were your top two preferred subjects/modules at university? Briefly describe what they covered. Why were those particularly your favourite units/subjects? Please provide summary details on what you learnt from each subject. (max. 273 words)

5. Similarly, what were your two most challenging modules/subjects? Briefly describe what they involved. Why did you find those particular subjects challenging? Please detail what you learnt from each subject (max. 273 words)

#### A-LEVELS (OR EQUIVALENT)

<b>Name of Institution:</b> (with full postal address)			
<b>Subjects:</b>			
<b>Grade(s):</b>		<b>Achieved/Expected (Delete as applicable)</b>	
<b>Start date:</b>		<b>End date:</b>	

#### GCSE (OR EQUIVALENT)

<b>Name of Institution:</b> (with full postal address)			
Subjects studied	Type of qualification (BTEC, GCSE etc)	Date attained	Grades attained

#### AWARDS AND OTHER QUALIFICATIONS

6. Please give details of any scholarships, prizes or awards received during your education with relevant dates.

7. Please list any other qualifications, membership of professional bodies or professional qualifications together with dates of attainment. Please clarify your degree of involvement and why you have chosen to join them?

8. Please clarify your level of competency with MS Office - Word, Excel, PowerPoint, Outlook etc. and MS Dynamics CRM. Please include any other programmes you have experience of.

#### EXTRA-CURRICULAR ACTIVITIES

Please list any extra-curricular activities you have been active in, including start and end date (or state as current) and the level of attainment for each.

School/College	University	Post University (if relevant)

9. Please elaborate in detail on one or two of your current key interests or hobbies which you are particularly motivated/passionate about? Please describe your degree of involvement, time commitment and key responsibilities. What have you learnt from your activities? (max. 273 words)

## EMPLOYMENT HISTORY/WORK EXPERIENCE

Provide details of all employment, voluntary or vacation work, gap year or periods of travel

### CURRENT/MOST RECENT EMPLOYMENT

Employer's name		Job title & salary	
Address/website		What does the Company do?	
How long in role?	Give details of your responsibilities		
Reason for leaving:	How much notice are you required to give?		
Was/is this employment part time or full time?	Part time		Full time
What have been the key points you have learnt from this position?			

### OTHER EMPLOYMENT

Employer's name		Job title & salary	
Address/website		What does the Company do?	
How long in role?	Give details of your responsibilities		
Reason for leaving:			
Was/is this employment part time or full time?	Part time		Full time
What have been the key points you have learnt from this position?			

### OTHER EMPLOYMENT

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Employer's name		Job title & salary	
Address/website		What does the Company do?	
How long in role?	Give details of your responsibilities		
Reason for leaving:			
Was/is this employment part time or full time?	Part time		Full time
What have been the key points you have learnt from this position?			
OTHER EMPLOYMENT			
Employer's name		Job title & salary	
Address/website		What does the Company do?	
How long in role?	Give details of your responsibilities		
Reason for leaving:			
Was/is this employment part time or full time?	Part time		Full time
What have been the key points you have learnt from this position?			

## 10. PROFESSIONAL RECORD

Please give details of any job-related/occupational training including for personal and professional development. Please list name of course(s), content, results and completion date.

## 11. MOST CHALLENGING AND VALUABLE ASPECT OF WORK CAREER TO DATE

Discuss what you think has been the most challenging and valuable aspect of any of your previous positions to date? (Maximum 273 words)

## EXPERIENCE RELATED TO COMPETENCIES/ATTRIBUTES

Each section is concerned with an important skill needed by staff at E<sup>3</sup> Consulting. You are asked to give examples from your experience which best show your ability to handle the various aspects of the work. Please take into account the criteria addressed under each specific skill. These should be incorporated into your answers.

Your examples can be drawn from any part of your experience, but they must describe things that you, personally, have done.

## 12. TEAM WORK

Please provide an example of when you have worked with others to contribute to the success of a team. (Maximum 419 words for 12a, 12b and 12c)

- How did the team work together and what was your personal contribution?
- How would you evaluate your own contribution and effectiveness as part of the team?
- What did you learn from this?

### 13. RESEARCH AND ANALYTICAL SKILLS

**Give an example of a situation where you have researched and analysed data and come to a logical conclusion. What did the task entail and how did you approach the problem? What, if anything, would you do differently if you had the opportunity to do it again? (Maximum 273 words)**

## 14. ABILITY TO WORK UNDER PRESSURE

Please give an example of a time where you have had to work under pressure? How did you deal with this and how successful was the outcome? What did you learn from the experience and how, might you approach it differently with the benefit of hindsight? (Maximum 273 words)

## PERSONAL CHARACTERISTICS

These questions are an opportunity for you to give some examples of your experiences which demonstrate your personal characteristics.

### 15. ADVERSITY

Please describe a time when, despite setbacks or adversity, you have persevered in order to achieve a goal? (Maximum 273 words)

### 16. INTEGRITY

a) Please give an example of when you have demonstrated integrity. (Maximum 419 words for 16a and 16b)

b) Please discuss an occasion where you have observed someone's lack of integrity where their actions were contrary to your values and work ethic. How did you deal with this?

### 17. VALUES AND WHAT IS IMPORTANT TO YOU IN LIFE

a) Please list your top five values (in order of priority) and describe in your own words what each value means to you. (Maximum 419 words for 17a and 17b)

b) How you put your values into practice each day?

## SURVEYING INSIGHT

18. What does a Quantity Surveyor do? (Maximum 273 words)

19. What is the Role of the Royal Institution of Chartered Surveyors (RICS)? (Maximum 273 words)

20. What is the process of becoming a 'Chartered' Surveyor; the Assessment of Professional Competence (APC)? (Maximum 273 words)

## CONCLUDING QUESTIONS

## 21. COMMERCIAL AWARENESS (Maximum 419 words)

- a) How would you define “Commercial Awareness”? (Maximum 419 words for 21a, 21b and 21c)
- b) What qualities does a commercial organisation need to have in order to be successful today?
- c) What do you think makes a commercial employee/prospective employee?

22. What is the Domesday book and why was it commissioned? (Maximum. 273 words)

## ADDITIONAL INFORMATION

23. Is there anything else you wish to tell us that you believe is important to your application? This may include any special circumstances that may have significantly affected any of your academic, work achievements or hobbies/sports.

## REFEREES

Please give the names and addresses of three unrelated persons, including wherever possible your present or most recent employer. Referees should be able to comment on your ability to perform the job you are applying for.

Please advise your referees that they may be both written to and telephoned. Offers of employment are subject to satisfactory references.

By signing this application form you confirm you have given consent for us to contact your referees as cited below

### 1. PERSONAL/EDUCATION REFEREE

Name:	Organisation:
How long known:	Position held:
In what capacity do they know you?	
Contact address:	Daytime telephone:
	Email address:
	May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>

### 2. WORK BASED REFEREE

Name:	Organisation:
How long known:	Position held:
In what capacity do they know you?	
Contact address	Daytime telephone:
	Email address:
	May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>

### 3. WORK/ACADEMIC BASED REFEREE

-Name:	Organisation:
How long known:	Position held:
In what capacity do they know you?	
Contact address	Daytime telephone:
	Email address:
	May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>

### DATA PROTECTION:

The Company collects and processes certain types of data about you during the application and recruitment process, either directly from you or from an employment agency or background check provider and does so, from time to time, in line with the data protection legislation that is in force. In completing this application form, you consent to the reasonable use of the types of data processed and your understanding of the reasons for the processing. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of carrying out employment checks as part of our recruitment in processing the information provided by you in this form.

If your application is unsuccessful, our policy is to keep your application records for a maximum period of six months for monitoring and/or future recruitment purposes. If, however, you do not wish us to keep a record of your details, please contact us and we will remove them from our files and destroy them sooner. Should you be successful in your application the information provided and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

### DECLARATION:

I understand that any false or misleading statements or significant omissions may disqualify me from employment and, if I am appointed, render me liable to disciplinary action which could lead to dismissal. All job offers will be subject to a right to work check, references satisfactory to the Company, a probationary period and (if we consider it appropriate) a medical report (in line with the operation of the Equality Act 2010), all of which must be to the Company's absolute satisfaction. By signing this form I herewith confirm that it is all my own work and I have not used any AI software/applications in any manner to generate my responses.



### SIGNATURE:

Please sign below to confirm that the information you have provided on this application is, to the best of your knowledge and belief, true, complete and accurate. Please note that applicants invited for interview are required to sign a hard copy of this form to validate the information presented therein.

SIGNATURE:

DATE: