

Application for Employment

Please complete this form clearly in **black ink** and return it with a supporting letter to:

The HR Manager
124 High Street
Stourbridge, DY8 1DT



Completed forms can be e-mailed to : hr@talbotslaw.co.uk

Position applied for: _____				
How did you hear of this opportunity?(Paper/internet/agency/job centre/other - if paper or other please give details) _____				
1. PERSONAL DETAILS				
Name: _____		Title: _____		
Address: _____ _____		Telephone numbers:		
_____		Daytime: _____		
_____		Evening: _____		
_____		Mobile: _____		
_____		email: _____		
Do you have a full driving licence? YES / NO		Do you own your own vehicle? YES / NO		
2. PRESENT OR MOST RECENT EMPLOYMENT (Do not complete if you are in or have just left education)				
Name of employer: _____		Position held: _____		
Address: _____ _____		Date appointed: _____		
_____		Current salary: £ _____ p.a.		
Telephone number: _____		Other benefits: _____		
Notice required: _____		Salary expectation: £ _____ p.a.		
Why are you seeking a career move? _____ _____				
3. QUALIFICATIONS				
Degrees/Diplomas Professional qualifications	Awarding body	Subject	Classification	Year

4. PROFESSIONAL MEMBERSHIPS

(you do not need to complete this section if you are not applying for a fee earning or managerial position)

Law Society: Y/N Date of admission: _____ Role number: _____

ILEX: Fellow/Associate/Student Date of Fellowship: _____

Please list any other professional memberships you hold, including memberships of professional or expert panels. Please indicate when membership commenced.

5. SECONDARY AND FURTHER EDUCATION

(Current or most recent first)

University/College/School	Subject and Level	Grade/result

6. PROFESSIONAL AND VOCATIONAL TRAINING (Legal and CPD training within last 12 months)

Date	CPD Hours	Training Company	Course

7. ADDITIONAL INFORMATION

(Please detail any other relevant information which you feel may support your application)

8. PREVIOUS EMPLOYMENT DETAILS

(Most recent first)

From	To	Employer's name & address and nature of employer's business	Position held (Please indicate the main responsibilities relevant to the post for which you are applying)	Reason(s) for leaving

9. HEALTH

Do you have any illness, disability or condition that may affect your work or ability to work? YES / NO

If "YES", please give details:

Please provide details of times over the last 2 years when you have been too ill to work:

NB If you are offered a position with us you will be asked to complete a detailed health questionnaire

10. CIVIL / CRIMINAL MATTERS

Do you have any criminal convictions?

Y / N

Have you ever been absolutely or conditionally discharged or bound over to keep the peace?

Y / N

Do you have any criminal or civil proceedings pending?

Y / N

} If the answer to any of these questions is "yes", please give details in your covering letter

10. CIVIL / CRIMINAL MATTERS (continued)

Solicitors / Legal Executives only

Have you been declared bankrupt within the last 10 years?

Y / N

Are you or have you been subject to any disciplinary investigations or proceedings, whether by the Law Society, ILEX, OSS, CCS or other body?

Y / N

} If the answer to any of these questions is "yes", please give details in your covering letter

11. REFEREES

Please give details of two people whom we may approach for references. One should be your current or last employer, or if this would be your first employment, it should be your teacher / tutor. The other should be a character reference.

1.

2.

12. INTERVIEW

Please state any dates upon which you will not be available for interview:

We may wish to telephone you to arrange a convenient appointment. Please indicate which of the telephone numbers you have given on page 1 may be used by us for this purpose:

Daytime Evening Mobile Other: _____

13. DECLARATION

The information given above is accurate and complete to the best of my knowledge. I understand that any false statement or failure to disclose relevant information may lead to summary termination of my employment.

Signed: _____ Date: _____

Please remember to write a covering letter or email giving further details in support of your application. In particular, explain why you are interested in this position and what relevant training, experience, skills and other qualities you have.

Thank you for the interest you have shown in our firm.

