

Post Applied for:

Available Start
Date:

Salary Expectations:

Job Application Form

It is important that you read the job description before completing this application form. Please complete this form fully and by typing. CVs are not accepted. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 Personal Details

Title: Miss
Mrs
Mr
Ms

Surname:

First Name:

Address:

Postcode:

Home Telephone
No:

National
Insurance No:

Daytime Telephone
No:

Mobile Telephone
No:

Email address:

Can we contact
you at work?

Yes

No

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes
No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes
No

Are you applying to work full or part-time? The Company's offices are open 08:00 - 18:00 Monday to Friday and the standard hours of work are 09:00 - 17:15 with an hours unpaid lunch break.

If you are applying for part-time work, please provide details of hours you would like to be considered for:

The Company has offices across the West Midlands, Worcestershire and Staffordshire - please select your preferred place of work (you may choose more than one)

Codsall
Dudley
Stourbridge
Wolverhampton
Kidderminster
Stourport
Halesowen

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Position:

**Date of
Appointment:**

**Please provide
details of other
benefits:**

**Brief description of
duties:**

Period of Notice

**Last day of
service (if no
longer
employed):**

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first).

Name of Employer:

Address:

Postcode:

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first, where you studied, which course and qualifications and grades obtained.

Have you passed the LPC?	Yes
	No

Do you wish to be considered for a Training Contract?	Yes
	No

**If yes, when did
you complete the
LPC?**

Professional, Technical or Management Qualifications
Only complete if applying for a fee earning role

**Do you hold a
current Practising
Certificate or other
professional
membership
(please provide
details on the next
page)**

Yes

No

Professional/ Technical/ Management Qualifications

Solicitor

Licensed Conveyancer

Chartered Legal Executive

Part Qualified Chartered Legal Executive

Commissioner of Oaths

Advocate

Notary

Other

Provide details of Professional/Technical/ Management Qualifications and dates of qualifications.

Are you registered with any of The Law Society's Schemes such as WIQS or CQS or any other accreditations or memberships. If yes, please provide details below.

Wills and Inheritance Quality Scheme
Conveyancing Quality Scheme
Children Law
Civil and Commercial Mediation
Clinical Negligence
Criminal Litigation
Diploma in local government law and practice
Family Law
Family Mediation
Family Law Advanced
Mental Health
Personal Injury
Planning Law
Accreditations appeal panel member

Are you or have you ever been subject to, or have pending, any disciplinary or investigation by The Law Society, the SRA, Solicitors Disciplinary Tribunal or other Regulatory Body?

Yes

No

**If yes please
provide details**

Section 5 Training and Development

Please give details of any training and development courses or non- qualifications courses which support your application. Include any on the job training as well as formal courses.

**How many CPD
hours have you
completed in your
current CPD year?**

Section 6 IT Skills

Give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced and include any case management systems that you have used along with Microsoft Word, Excel, Outlook and PowerPoint.

Section 7 Languages

In which foreign language can you communicate? Please indicate whether knowledge is fluent intermediate or basic in written and oral.

Section 8 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/ unpaid activities, please also include this information.

Leisure Interests

Please provide details of any hobbies and leisure activities outside of work.

Section 9 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes

No

If yes, please give details/dates of offence(s) and sentence:

Section 10 Disability Discrimination Act

This act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

Yes

No

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

Section 11 Health

Successful applicants may be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

**Number of days
sickness absence
in the last 2 years:**

**Please state
number of
occasions in the
last 2 years:**

Section 12 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode:

Telephone No:

E-mail:

**Are you willing for
this referee to be
approached prior
to interview?**

Yes

No

Reference 2

Name:

Position (job title):

Work Relationship:

Organisation:

Address:

Postcode:

Telephone No:

E-mail:

**Are you willing for
this referee to be
approached prior
to the interview?**

Yes

No

Section 13 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

**Application for the
post of:**

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

A. White

B. Mixed

**C. Asian or Asian
British**

**D. Black or Black
British**

**E. Chinese or other
ethnic group**

**I do not wish to
provide this
information**

Section 13 Recruitment Monitoring Form continued

Gender

Male

Female

Prefer not to say

Disability

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

**Do you consider
yourself disabled?**

Yes

No

If yes, please give details:

Age Group

Please select one:

16-25

36-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised. If you heard about the vacancy from an employee of the Company, please provide their name.

Declaration

I can confirm that the information set out in this application form is true, complete and accurate in all material respects.

I acknowledge that if any information is false or misleading, Talbots Law Ltd may withdraw any offer of employment or dismiss me, as appropriate.

I understand that any appointment will be subject to satisfactory references.

For Office Use Only:

Start Date: