



Post Applied for:

Available Start  
Date:

Salary Expectations:

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## 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:**

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**Name of Employer:**

**Address:**

**Postcode:**

**Position Held:**

**Summary of Duties:**

**Start Date:**

**Finish Date:**

**Reason for leaving:**

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**Name of Employer:**

**Address:**

**Postcode:**

**Position Held:**

**Summary of duties:**

**Start Date:**

**Finish Date:**

**Reason for leaving:**



**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?**

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## **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:**

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## **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.**

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**For Office Use Only:**

Start Date: