**Job Application Form**



**Please complete in black ink.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete your personal details on the last page of this form.** | | | | | | | | |  | | **Application No (office use only):** | | |
|  | | | | | | | | | | | | | |
| **Position Applied For:** | | | | | | | | | **Closing Date:** | | | | |
| **How did you hear this of vacancy?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | | | |
| Name of School/College/Institution | | | | Dates Attended | | | Subjects & Examinations Taken | | | | | | Grades |
|  | | | |  | | |  | | | | | |  |
| **Higher Education** | | | | | | | | | | | | | |
| Name of School/University/College | | | | Dates Attended | | | Courses/Subjects taken with Grades | | | | | | |
|  | | | |  | | |  | | | | | | |
| **Postgraduate Qualifications** (i.e. details of Postgraduate qualifications/courses studied since University.) | | | | | | | | | | | | | |
| Name of Institution | | | | Dates Attended | | | Subjects and/or Examination Taken | | | | | | Result |
|  | | | |  | | |  | | | | | |  |
|  | | | | | | | | | | | | | |
| **Other Skills** | | | | | | | | | | | | | |
| Please list other skills and awards achieved, e.g. languages, IT, prizes or scholarships. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please give details of any positions of responsibility held. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Employment or Voluntary Work Experience** | | | | | | | | | | | | | |
| Please give details of any full or part-time employment, both general and legal, undertaken. | | | | | | | | | | | | | |
| Dates | | Name and address of Organisation | | | Position held and brief description of duties | | | | | | | | |
|  | |  | | |  | | | | | | | | |
| **General Information** | | | | | | | | | | | | | |
| Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for (including any personal or professional experience you have had of SEN/Disability). | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please provide any further information you would like considered in support of your application? | | | | | | | | | | | | | |
| Continue on additional pages if necessary | | | | | | | | | | | | | |
| Please give the names, addresses, email addresses, work telephone numbers and positions held of two referees and indicate whether these referees can be contacted **prior to any job offer** by Douglas Silas Solicitors. | | | | | | | | | | | | | |
| Name | | | Address/Email/Tel. No. | | | | | Position Held | | | | Can they be contacted now? | |
|  | | |  | | | | |  | | | |  | |
| When would you be available for employment?  Or  How much notice must you give your present employer? | | | | | | | | | | | | | |
| Do you hold a full current driving licence?: Yes No | | | | | | | | | | | | | |
| Are you a smoker? Yes No | | | | | | | | | | | | | |
| Because of the confidential nature of work you are required to disclose details of any criminal convictions or police cautions. Any failure to disclose the same could result in dismissal. Any information you give will remain strictly confidential. | | | | | | | | | | | | | |
| Details: | | | | | | | | | | | | | |
| How do you spend your spare time? | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | **Application No:**  **(office use only):** | | | |
| Title | First Name(s) | | | | | Surname | | | | | | | |
| Date of Birth: |  | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | |
| Telephone | | | | | | | | | | | | | |
| Email address | | | | | | Mobile Phone | | | | | | | |
| Equality Act 2010  Please specify in the space below any requirements you may have for assistance or adjustments with arrangements for interview and assessment: | | | | | | | | | | | | | |

I declare that the information I have given in support of my application is true and complete.

I understand that if the information set out in this application form is found to be false or misleading, Douglas Silas Solicitors reserves the right to withdraw any offer made.

I understand also that if the information set out in this application form is subsequently discovered to be false or misleading, I may be dismissed. I accept that I may be required to be medically examined.

Signed Date

……………………………………… ………………………………….

(electronic signatures accepted)

|  |  |  |
| --- | --- | --- |
| **EQUAL OPPORTUNITIES MONITORING FORM** | | **Application No:**  **(For internal use only)** |
| **This form is for monitoring purposes only.** | | |
| Douglas Silas Solicitors is an equal opportunities employer and we ask for this information so that we can monitor the implementation of our equal opportunities policy. It will not be used for any other purpose. There is no requirement to complete it but we would encourage you to so that we can have a full picture of our recruitment patterns. | | |
| **Gender**  Male/Female (please delete as appropriate) | | |
| **Ethnic Origin**  How would you describe your ethnic origin? Please indicate one of the following categories by ticking the appropriate box. *These categories were used for the 1991 census by the Office of Population Censuses and Surveys and are recommended by the Commission for Racial Equality. They do not refer to place of birth, citizenship or nationality, but to the ethnic group to which you belong.* | | |
| White |  | |
| Black – African |  | |
| Black – Caribbean |  | |
| Black – Other (please specify) |  | |
| Indian |  | |
| Pakistani |  | |
| Bangladeshi |  | |
| Chinese |  | |
| Asian – Other (please specify) |  | |
| None of the above (please specify) |  | |
| **Disability**  Do you consider yourself disabled?  YES/NO (please delete as appropriate)  Any special considerations for disability? | | |