**Application for Employment**

*Please read the following information carefully before completing the application form*

*Please use a separate sheet if necessary or attach a CV for further information. You are advised to refer to the job description and skills/attributes before completing the application form. As this application form may be photocopied, please type or write clearly.*

**Position Applied for**:

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| **Personal Details** |
| Surname & Title |
| Forename(s) |
| Address  Postcode |
| Email address |
| Telephone numbers  Home  Office  Mobile  May we contact you at work? |

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| Are you eligible to work in the UK? Yes ❑ No ❑  If Yes, please give details of the documentation you can provide to demonstrate this, eg, British Passport / European Economic Area Identity Card, full birth certificate or travel documentation showing an authorisation to reside and work in the UK. |

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| If you are presently employed what notice period are you required to give your current employer?  Do you have any holiday commitments? |

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| Current salary:  Salary expectation: |

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| **Education/Training/Technical and Professional Qualifications** |
| Name of School  List of Qualifications/Grades |
| Further Education/University  Qualification/Grade |
| Professional Qualifications  Qualification/Grade |
| Any other relevant training and qualifications |

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| **Employment History** | | |
| Name and address of current/most recent employer | Dates | Job title, key responsibilities; key achievements; reason for leaving; and final salary |
|  |  |  |
| Previous employment – name and address | Dates | Job title, key responsibilities; key achievements; and reasons for leaving |
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| **Supporting Statement** |
| *Please state why you have applied for this position; how your experience and skills meets the requirements of the job description and the skills/attributes. (Continue on a separate sheet if necessary)* |

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| **Cautions and Convictions** |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  *Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?*  Yes ❑ No ❑  *If yes please give details on a separate sheet.* |

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| **Complaints** |
| Have you ever had a complaint made against you?  YES/NO  If yes, please give a brief description of the complaint: |
| Have you ever had any disciplinary procedures brought against you by a previous employer or regulatory body?  YES/NO  If yes, please give brief details: |
| There are strict requirements for confidentiality and honesty within a solicitor’s practice; bearing this in mind is there anything we need to be aware of?  YES/NO  If yes, please give brief details: |

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| Do you currently hold a driving licence and have use of a car? |

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| **Referees** |
| **Please indicate two people who can provide references, one of whom should preferably be your present/most recent employer. References may be taken up before interview. Please indicate in each case whether this is acceptable.** |
| **Name and job title of first referee** |
| Address |
| Telephone |
| E-mail |
| How is this person known to you? |
| I give /do not give permission to approach this referee prior to interview?  (please delete clearly as appropriate) |
|  |
| **Name and job title of second referee** |
| Address |
| Telephone |
| E-mail |
| How is this person known to you? |
| I give /do not give permission to approach this referee prior to interview?  (please delete clearly as appropriate) |

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| How did you hear about this vacancy? Please give details | |
| Newspaper (Please state which below)  Website (Please state which below)  Social Media  Word of Mouth | ❒  ❒  ❒  ❒  ❒ |
| Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Data Protection** |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected against other information held by us or with third parties. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. |

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| **Declaration** |
| I declare to the best of my knowledge and belief that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement, or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and the completion of a medical questionnaire. |

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| Signature | Date |

Please send completed application form and Equal Opportunities Monitoring form, below, to:

Barbara Cox

Bunbury House

Stour Park

Blandford Forum

Dorset. DT11 9LQ

Or email: barbara.cox@blanchardsbailey.co.uk

**EQUAL OPPORTUNITIES MONITORING FORM**

**POST TITLE:**

(This section of the application form is anonymous and will be detached and used solely for monitoring purposes, and will not be available by those making the shortlisting and selection decisions. It is optional for applicants to complete and return). Blanchards Bailey recognises and actively promotes the benefits of a diverse workforce and is committed to treating all applicants who meet the requirements advertised to be given a fair and equal consideration, regardless of race, gender, religion, disability, age, sexual orientation, gender reassignment, pregnancy or marital status. (type a ‘X’ over the box)

Gender: Female ❑ Male ❑

Marital Status: Married ❑ Single ❑ Other ❑

Age Group

16 – 25 ❑ 26 – 35 ❑ 36 – 45 ❑ 46 – 55 ❑ 56 – 65 ❑ 66+ ❑

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background.

A. White

❑ British

* English
* Scottish
* Welsh
* Other, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Irish

❑ Any other white background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Mixed

❑ White and Black Caribbean

❑ White and Black African

❑ White and Asian

❑ Any other Mixed background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

❑ Indian

❑ Pakistani

❑ Bangladeshi

❑ Any other Asian background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Black, Black British, Black English, Black Scottish, Black Welsh

❑ Caribbean

❑ African

❑ Any other Black background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

❑ Chinese

❑ Any other Chinese background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other ethnic background, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Do not wish to declare my ethnic origin

Disability

Do you consider yourself to have a disability? (Blanchards Bailey is committed to ensuring that people with disabilities are supported and encouraged to apply for employment with Blanchards Bailey and to achieve progress in employment with Blanchards Bailey. This question helps us to assess our success in working towards this aim).

Yes ❑ No ❑

If you wish to provide any additional details please do so below:

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**NB: DISABILITY DEFINITION:**  A person has a disability if he or she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

***Thank you for your co-operation***