

The information on this sheet will be separated from your application as soon as it is received. It will not be passed on to anyone involved in shortlisting or appointment to this post.

Post applied for:

Date:

Equality monitoring information

The firm operates an equality and diversity policy. To help us monitor its effectiveness, it would be appreciated if you could complete this section. Please tick the appropriate boxes below. (Note that providing this information is not compulsory.)

What is your gender?	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Do you or have you ever considered yourself to be transgender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consider yourself to have a disability?	<input type="checkbox"/> Prefer not to answer	
	<input type="checkbox"/> Yes If yes please complete relevant section	<input type="checkbox"/> No

Please choose ONE section from A to E below, to indicate your ethnic group.

Then complete boxes F to I for age range, sexual orientation, religion and belief.

A. White

British

English

Scottish

Welsh

Irish

Any other white background – please write below

B. Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background – please write below

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

Indian

Pakistani

Bangladeshi

Any other Asian background – please write below

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

- Caribbean
- African
- Any other Black background – please write below

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Caribbean
- African
- Any other ethnic background – please write below

F. Age

- 19 and under
- 20–24
- 25–29
- 30–34
- 35–39
- 40–44
- 50–54
- 55–59
- 60+

G. Sexual orientation

- Lesbian
- Gay
- Bisexual
- Heterosexual
- Prefer not to answer

H. Religion

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- None
- Prefer not to answer
- Any other religion – please write below

I. Belief

- Agnostic
- Atheist
- Humanist
- None
- Prefer not to answer
- Any other belief – please write below

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Disabilities

Please complete this section if you have a disability or impairment.

The purpose of this section is to demonstrate the firm's commitment to eliminating unfair discrimination from all aspects of its work.

If you wish to be considered for employment, please give details of any impairments below. Please indicate whether you have any special requirements, should you be invited for an interview, as we will make all reasonable necessary adjustments.

Nature of disability/impairment:

Special requirements for interview:

Signature Date

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Application for Employment

Please complete in own handwriting

PERSONAL DETAILS

Surname:	First Names:
Address:	Telephone: Private:
	Business:
	Mobile:
	Preferred contact telephone number:
Postcode:	Date of Birth:

Nationality	
Do you require a permit to work in the UK?	
Type of permit	
Place of issue	
Date of expiry	
National insurance number	

Do you have a current driving licence?	YES/NO
Is it clean?	YES/NO
If No, give details:	

If applying for a fee earner's position have you ever had any limitation placed on your ability to practice by the Solicitors Regulation Authority or any other body?	YES/NO
If Yes, give details:	

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	YES/NO
If Yes, give details:	

EMPLOYMENT

Position applied for/Date:	
Current or most recent salary/benefits (<i>evidence of this may be requested</i>)	
Expected salary:	£ _____ per mth/yr
Do you wish to work full-time?	YES/NO
Part-time, state days/hours:	

If given this position, will you continue to work in any other capacity?	YES/NO
If Yes, give details:	

DETAILS OF EDUCATION

** Do not trouble to repeat details already given in a c.v. **

SCHOOLS	From	To	EXAMINATIONS & RESULTS
COLLEGE/UNIVERSITY	From	To	COURSES & RESULTS

FURTHER EDUCATION AND FORMAL TRAINING	From	To	COURSES & RESULTS

PROFESSIONAL MEMBERSHIP AND QUALIFICATIONS	

<p>Please outline the skills and experience you have gained and other work activities and interests which are relevant to your application for this job.</p>	
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EMPLOYMENT HISTORY

** Do not trouble to repeat details already given in a c.v.**

List below present and past employment, beginning with your most recent:

Name, Address and telephone number of Company and type of business	From	To	Reason for Leaving
1. Name of Supervisor: Describe the work you did:			
2. Name of Supervisor: Describe the work you did:			
3. Name of Supervisor: Describe the work you did:			

4.			
Name of Supervisor:			
Describe the work you did:			

PERSONAL REFERENCES

Name :	
Occupation :	
Address :	
Telephone No :	
Name :	
Occupation :	
Address :	
Telephone No :	
Name :	
Occupation :	
Address :	
Telephone No :	

Any other information you may wish to add:

The facts set out above in this application for employment are, to the best of my knowledge, true and complete.

Signed

Dated.....