

Russell & Russell
Solicitors
Employment Application Form

POSITION APPLIED FOR:-

Personal Details

Surname

Title (e.g. Mr, Mrs, Miss, Ms)

Forenames

Home Address

Post Code

Daytime contact number (Home)

(Mobile)

National Insurance number
(Documented evidence will be required)

If you have any recurring health problems please give details.

Please give details of any disability or impairment.

Have you ever, save and except any spent conviction, been convicted of any criminal offence, received a caution, reprimand or warning, or are you subject to any pending procedures or police enquiries, please give details.

How many days have you been absent from work due to illness in the past two years?
Give an explanation where appropriate.

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EDUCATION AND QUALIFICATIONS

Secondary school/college/
university

Qualifications gained

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Technical/Professional Qualifications

Do you hold a current UK/European Union Driving Licence Yes/No

Please give details of any current endorsements or disqualifications.

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PRESENT EMPLOYMENT

Name and Address of Employer

Present Salary

Post title/position in organisation.

Give a summary of the main duties and responsibilities of your present or most recent appointment.

Period of notice required.

Please confirm that you are up to date with the relevant Continuing Professional Development hours undertaken. If not please provide details.

Please confirm that you are not or have not been subject to any complaint to the Office for the Supervision of Solicitors or provide full details.

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PAST EMPLOYMENT

Name of Employer	Position held	Reason for Leaving
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NEGLIGENCE

Please provide full details of any matters which you have dealt with which are or have been the subject of negligence claims.

INTERESTS, HOBBIES AND SPARE TIME ACTIVITIES

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REFERENCES

Please provide at least 2 references.

1. _____

2. _____

3. _____

4. _____

If none of your referees are your present employer
May we contact your present employer for a reference?

Yes/No

The answers I have given on this application form are true to the best of my knowledge and I understand that any offer of employment shall be conditional on such information being accurate.

Signature

Date