**Russell & Russell**

**Solicitors LLP**

**Employment Application Form**

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**POSITION APPLIED FOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DETAILS**

Surname: Preferred Title (e.g. Mr, Mrs, Miss, Ms,)

Forenames:

Home Address:

Post Code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime contact number (Home): (Mobile):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RIGHT TO WORK**

Are you eligible to work in the UK Yes □ No□

(If you are not a British Passport holder or European Citizen, or you do not have the permanent right to remain in the UK, you will require a Work Permit)

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**CRIMINAL CONVICTIONS**

Have you ever been convicted of a criminal offence? Yes □ No□

If yes, please give details below of any unspent criminal convictions:

(DBS checking will be mandatory for all successful applicants)

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**DISABILITY**

The organisation wishes to ensure that all candidates have a fair opportunity to show their abilities in the selection process, so that our decisions are based on your ability to do the job and not on any factor that is irrelevant to the post. To help us to do this, please would you indicate if you need any adjustments for the interview such as:

* wheelchair access;
* sign language interpreter;
* induction loop;
* written material in large print (please specify size of font);
* personal support or assistance or;
* any other assistance (please give details).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For further information or to discuss your requirements in confidence please contact the HR department on 01204 546625 or 01204 546626.

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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 qualifications:

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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.:

Reason for leaving:

**PAST EMPLOYMENT**

Name of Employer Position held Reason for leaving

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Solicitors/Legal Executives/Licensed Conveyancers**

Please confirm that you are up to date with relevant Continuing Professional Development hours undertaken: Yes □ No□

If not please provide details:

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Please confirm that you are not or have not been subject to any complaint to the Office for the Supervision of Solicitors: Yes □ No□

If yes, please provide full details:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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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**ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION**

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**REFERENCES**

Please provide at least 2 references:

1.

2.

3.

If none of your referees are your present employer may we contact your present employer for a reference? Yes □ No□

**DECLARATION**

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:**

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05.02.19