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| *New branding logo* | Job Application Form |

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| 1. **Personal Details** | |  | | | | | |
| **Surname:** |  | | | | **Forename(s):** |  | |
| **Title:** |  | | | | **Email:** |  | |
| **Address:** | |  | | | | | |
| **Postcode:** | |  | | | | | |
| **Telephone Number:** | | Mobile: | |  | | Home: |  |
| **National Insurance Number:** | | |  | | | | |

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| 1. **Current Employment:** | |  | | |
| **Job Title:** |  | | **Salary (Annual):** |  |
| **Date Appointed:** |  | | **Notice Period:** |  |
| **Employer Name:** |  | | **Employer Address:** |  |

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| 1. **Details of vacancy you are applying for:** | |  | | |
| **Job Title:** |  | | **Job Reference No:** |  |
| **Department:** |  | | **Closing Date:** |  |
| **Please state where you saw the position advertised:** | |  | | |

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| 1. **Education, Training & Development** | | |  | |
| **From:** | **To:** | **Name of Institution:** | | **Course details & Qualifications gained** |
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| 1. **Membership of Professional Organisations** | |  |
| **Date Joined:** | **Institute/Organisation** | **Grade of Membership (where appropriate)** |
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| 1. **Solicitors Only - Do you and have you always held a condition free Practicing Certificate?** |

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| **Yes** |  |
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| **No** |  |
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| **SRA Number:** | | |  |

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| **If no, please provide details:** | |  | | | |
| 1. **Employment Record:** | | |  | | |
| **From:** | **To:** | **Name of Employer:** | | **Job Tile & Responsibilities:** | **Reason for Leaving:** |
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| **8. Please detail your suitability for this position under the relevant headings (refer to Role Profile/Job Description):** | |
| **Skills & Abilities:** |  |
| **Personal Qualities and Characteristics:** |  |
| **Work Experience:** |  |

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| **9. References (please provide details of one professional referee, which, where applicable, must be your current employer):** | |
| **Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Email:** |  |
| **Nature of Relationship:** |  |

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| **10. Interview arrangements and availability – If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.** |
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| 1. **Do you need a work permit to work in the UK** |

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| **Yes** |  |
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| **No** |  |

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| **12. Please tick this box to confirm that if your application is successful and an offer of employment is made, you consent to the following checks being carried out:**  **(a) DBS check**  **(b) Employee Credit Check**  **(c) Sanctions Check**  **(d) Social Media Check**  **(e) Right to Work in the UK**  **(f) Employment Reference Check** |  |
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| **13. Data Protection Statement:** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by referees you have noted for recruitment purposes only. The company will treat all personal information with the utmost confidentiality and in line with the current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants at [Privacy Policy for Employees - Poole Alcock](https://www.poolealcock.co.uk/about-us/privacy-policy-for-employees/) | |

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| **14. Declaration:** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Poole Alcock being satisfied with the results of the series of relevant checks including references, eligibility to work in the UK, DBS check, employee credit check, sanctions check, social media check. | |

| **Signed:** | **Dated:** |
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**Thank you for your application. This should be returned to Mrs Diane Powell, HR Manager, Poole Alcock LLP, Minerva House, Gadbrook Park, Northwich, CW9 7RA or via email to** [**careers@poolealcock.co.uk**](mailto:careers@poolealcock.co.uk)