

# Application form

**Private and Confidential**



**STANDING UP FOR YOU**

Application for the post of: .....

Location: .....

Reference No: .....

## Personal Details

Surname: .....

Title preferred: .....

Forenames: .....

Address: .....

Postcode: .....

Telephone Home: .....

Telephone Work: .....

E-mail Address: .....

May we contact you at work?: Yes/No .....

National Insurance No.: .....

## Details of current or most recent employment

Name of Employer: .....

Post held: .....

Salary: .....

Address of Employer: .....

Postcode: .....

Date of appointment: .....

Date of leaving (if applicable): .....

Period of notice: .....




## Education and Training

You will be asked to provide evidence of relevant qualifications that you hold and it will be a condition of employment that admitted solicitors produce a valid practising certificate.

School/College/University Attended	Qualification Gained and level/grade	Date passed

## Disability

Thompsons Solicitors is approved by Jobcentre Plus to display the disability ("Two Ticks"  ) symbol in recognition of our adherence to a number of commitments regarding the employment, retention, training and career development of disabled employees. One of these commitments is to interview all disabled applicants who meet the minimum criteria for a job vacancy.

In order to meet this undertaking, and as permitted under the Equality Act 2010, we ask you to tick the box below, if the statement applies to you.

I consider myself to be disabled within the definition of the Equality Act

Are there any particular adjustments you would require us to make in order to make it possible for you to attend for interview or, if successful, to take up this post?

## Referees

Please provide the name and address of two referees, one of whom should be your present or most recent employer.  
Please note:

References will normally be taken up for applicants invited for interview. Please tick the boxes below if this is **not** convenient.

(1) Name: .....

Position: .....

Address: .....

Tick box if not convenient

(2) Name: .....

Position: .....

Address: .....

Tick box if not convenient

## Equal Opportunity Policy

Thompsons Solicitors is an equal opportunities employer. This application form does not contain any questions to (a) your place of birth/nationality; (b) marital status or children; (c) age; or (d) sexual orientation.

Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

The detachable questionnaire does not form part of your application. It will be kept separately from it and used only to monitor the effectiveness of the firm's Equal Opportunity Policy.

## Declaration

To the best of my knowledge and belief the information I have given above is correct. I understand that my application will be disqualified or, after my appointment, disciplinary action considered if I have knowingly given false information.

I agree that Thompsons may hold and use the information about me contained in this application, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998 and the Employment Practices Data Protection Code, for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made I agree that Thompsons may keep a record of my application for up to 12 months.

Signed: .....

Date: .....

Thank you for completing this form



### How did you hear about this role?

<input type="checkbox"/>	Newspaper (please specify)
<input type="checkbox"/>	Journal (please specify)
<input type="checkbox"/>	Internet (please specify)
<input type="checkbox"/>	Internal (please specify)
<input type="checkbox"/>	Referral (please specify)
<input type="checkbox"/>	Other (please specify)

### Office Use Only

<input type="checkbox"/>	Tick if shortlisted
<input type="checkbox"/>	Tick if appointed
<input type="checkbox"/>	Full time
<input type="checkbox"/>	Part time
Job title	
Grade	
Office	
Closing date for applications	
Referral (please specify)	

**Committed to Equal Opportunities**

# Equal Opportunity Policy

Thompsons Solicitors strives to be an Equal Opportunities employer. The firm operates a policy with the aim of ensuring that unfair discrimination does not take place in recruitment, promotion and training. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested.

This information is confidential and does not form part of your application. This slip will be separated from your application when it is received, and the information will not be taken into account when making the appointment.

## Equal Opportunity Policy

Surname:			
Initials:			
Date of Birth:			
Are you?	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender
Would you describe yourself as?	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	
Are you disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
To which of these groups do you consider you belong?	<input type="checkbox"/> White	<input type="checkbox"/> Black African	<input type="checkbox"/> Black/Caribbean Asian
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed Race	<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Other (please specify) _____		
What is your sexual orientation?	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man	<input type="checkbox"/> Gay woman/Lesbian
	<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
What is your religion/belief? (Tick one box only)	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)	
	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Sikh	<input type="checkbox"/> Any other religion/belief (please specify) _____	
	<input type="checkbox"/> No Religion	<input type="checkbox"/> Prefer not to say	