

APPLICATION FORM

The information provided on this application form will remain confidential and will be used for the purpose of selection/recruitment. Where the application is successful the firm may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Please return your completed application form to:

**Human Resources
Brachers Solicitors
Sommerfield House
59 London Road
Maidstone
Kent ME16 8JH**

Position Applied For

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Personal Details

Title:		Surname:		Forename(s):	
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Address:	
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	Post Code:
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Contact Details:	
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Email address:	
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Telephone:	Home:	
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	Bus:	
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	Mobile:	
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Health

Please give details of any health/disability problem(s) that may be relevant to the position specified above. Such information is requested so that any reasonable adjustments to the work involved may be considered.

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Education*

List details of GCSEs, GNVQs, A Levels and Degrees, etc. (please ignore if CV is attached and includes these details)

Secondary School/ College/University/etc	Qualifications obtained	Subjects	Grades

Work-Related Skills*

Please detail all N/SVQ certificates, diplomas, etc you have obtained that are job related. Include details of licences you hold. Please specify when awarded, organising body and grades.

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Other Skills*

Please details of any other skills you have that you consider may be relevant to the job for which you have applied (please indicate level of competence).

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*Note: The firm will require sight of original certificates for qualifications claimed.

Present (Last) Employment Details

Name of employer (and location)	
Nature of business:	
Your job title:	
Brief details as to the nature of your work. Include details of responsibilities (and achievements, if relevant).	
Full-time/part-time:	
Date joined company:	
Date appointed to present (last) job:	
Salary (current or on leaving)	
Notice required:	
Date left, and reason (if applicable)	

Previous Employment

Please give details of all jobs held including part time and unpaid work (please ignore if CV attached and includes these details)

Employer (Name & Address)	Type of Business	From - To	Positions Held	Reason for Leaving

References

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:

1. Your supervisor/manager or his/her superior in your current (last) job AND
2. A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide – as appropriate- the names of two school or personal referees (though not ones who are related to you).

1. Name:		2. Name:	
Position:		Position:	
Address:		Address:	
Tel No:		Tel No:	
Email		Email	

Please indicate how these individuals know you and how they know about your work abilities etc (eg state whether they are your current supervisor/manager etc)

1.

2.

Please state whether we may approach these referees at any time or only after an offer of employment has been made: (tick as appropriate)

At any time:		Only after offer:	
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Other Information

Do you hold a current full driving licence?	Yes/No
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Are you currently eligible for employment in the UK?	Yes/No
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If Yes, please state what documentation you can provide in order to demonstrate this (eg British passport/birth certificate/ European Economic Area identity card/travel document showing an authorisation to reside and work in the UK, etc)

If not currently eligible for employment in the UK, state grounds (special skills, etc) on which this company might apply for a permit on your behalf

Declaration

I declare that the information I have given in this application is complete and true. I understand that any false declaration, misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

Signature

Date

EQUAL OPPORTUNITIES MONITORING

This section of the application will be detached from your application and will be used solely for monitoring purposes

Brachers recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

I would describe my ethnic origin as (please tick box):

White

British Irish Any other white background*

Mixed

White/Black Caribbean White/Black African White/Asian Any other mixed background*

Black or Black British

Caribbean African Any other Black background*

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background*

Chinese or Other Ethnic Group

Chinese Other Ethnic Group*

*Please Specify

Gender Please Specify

Date of Birth

Do you consider yourself to have a disability:

Yes

No

If yes, please state nature of disability:

The disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"