

PERSONAL INFORMATION (Confidential)

Please refer to guidance when completing your application.

Position applied for:
How did you become aware of this vacancy?

1. Personal Details	
Surname:	Forename(s):
Address:	
Post Code:	
Contact Details: (Please tick preferred contact detail)	
Email address:	
Telephone <input type="checkbox"/> Home	
<input type="checkbox"/> Business	
<input type="checkbox"/> Mobile	

2. General	
NI Number:	Law Society Roll Number (if applicable):
Do you hold a current driving licence? Yes/No	
Is it a Full/Provisional Licence?	
Are there any special arrangements that will be required if you attend for an interview?	
If so, please state here:	

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer: If you have recently left full-time education or have not been employed previously, we will accept academic referees.*	
Name:	Name:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:
Occupation:	Occupation:
*References will not be obtained prior to a conditional job offer being made and accepted in writing.	

PERSONAL INFORMATION continued
(Confidential)

3. Employment History				
Please give details of all positions held (including part time and unpaid positions), starting with the more recent positions.				
Dates		Employer (Name and Full Address)	Position Held / Brief description of main responsibilities	Reason for Leaving
From	To			

PERSONAL INFORMATION continued
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4. Educational, Technical and Professional Qualifications				
Dates		School attended	Qualification	Grade
From	To			

Dates		College or University attended	Qualification	Grade
From	To			

Relevant skills, knowledge and experience

Please refer to guidance when completing your application.

In this section you are asked to outline how your knowledge, skills and experiences make you competent to fill the position, for which you are applying. In particular, please would you address the following competencies: communication; planning and organising; team working and leadership. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

PERSONAL INFORMATION continued
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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes	No
If Yes, please provide details:		
If you are successful in your application, would you require a work permit prior to taking up employment?	Yes	No

Data Protection Statement
<p>The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.</p> <p>If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your payslips. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.</p> <p>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.</p> <p>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.</p>

6. Declaration		
<p>I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Signature</td> <td style="width: 40%; border: none;">Date</td> </tr> </table>	Signature	Date
Signature	Date	

Please return your completed application form to: Tim Bennett, Partnership Secretary, Hay & Kilner Solicitors, Merchant House, 30 Cloth Market, Newcastle upon Tyne NE1 1EE
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EQUAL OPPORTUNITIES MONITORING

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

Hay & Kilner 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.

White		
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other white background*
Mixed:		
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black Africa	<input type="checkbox"/> <input type="checkbox"/> White and Asian
<input type="checkbox"/> Any other mixed background*		
Black or Black British:		
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other black background*
Asian or Asian British:		
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any other Asian background*		
Chinese or Other Ethnic Group:		
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group*	
* Please specify		
Gender Please specify		
Marital Status:		
<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Separated
<input type="checkbox"/> Divorced	<input type="checkbox"/> Living with partner	<input type="checkbox"/> Widowed
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".		
If you wish, you may disclose information about yourself in this section about your:		
Religion		
Sexual orientation		
Print Name	Date	Position applied for: