Application form

|  |  |
| --- | --- |
| referencenumber |  |
|  | **(for HR use only)** |



|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for**  |  | date of application |   |

**1**

**Personal details**

|  |  |  |
| --- | --- | --- |
| surname |  | Title  |
| first name(s) |       |
| Name you prefer to be known as |       |
| address for correspondence  |  |
|  | postcode       |
| daytime phone\* |       | evening phone       |
| mobile |       | email address       |

**2**

**Employment**your current or most recent employment

|  |  |
| --- | --- |
| employer’s name and address  |  |
| postcode |       |  |  |
| nature of business |       | current/last salary  | £      |
| your job title |       | notice period |       week(s) |
| your start date |       | date you left (if applicable)  |       |

Please describe the organisation, your role and main areas of responsibility.

Briefly outline your major achievements to date and your reasons for wishing to leave.

|  |
| --- |
|       |

**For fee-earning positions only**

Please tell us about your billing and time recording in your current position if you are currently employed in a fee earning capacity. Please leave blank if not applicable.

|  |  |
| --- | --- |
| What date does your current financial year begin? |       |
| What is your billing target in the current financial year? | £   | What fees have you actually billed in the current financial year? | £      |
| What was your billing target in the last financial year? | £      | What fees did you actually bill in the last financial year? | £      |
| What is your time recording target in the current financial year? |       | What is your actual time recorded in the current financial year? |       |
| What was your time recording target in the last financial year? |       | What was your actual time recorded in the last financial year? |       |

**Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| employer | dates from/to | position held and brief description of duties | reasons for leaving |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**3**

**Education / qualifications / training**

Please list below details of secondary and further education and relevant training.

|  |  |  |  |
| --- | --- | --- | --- |
| dates from/to | name of school/college etc | course/exam | results |
|       |       |       |       |

**Professional qualifications / memberships**

|  |  |  |
| --- | --- | --- |
| date awarded | name of school/college etc | qualification/membership status |
|       |       |       |

**Tell us more about you**

**4**

Please use this section to provide a statement in support of your application evidencing how you meet the person specification for the role applied for. You may draw on experiences from your personal life, such as voluntary work or work within the home, if you wish.

|  |
| --- |
|  |

**Language Skills**

* Please specify any language/s other than English that you are able to speak:
* Indicate to what level:
* Please specify any language/s other than English that you are able to read and write:
* Indicate to what level:

**Driving licence**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes [ ]  No [ ]  |
| Do you have any endorsements? | Yes [ ]  No [ ]  |
| If so, state nature of endorsement(s) and date(s) |       |

**Immigration, asylum and nationality act 2006**

under the above act you are required to provide us with evidence of your right to work in the UK. Prior to an appointment being made, we will tell you of the documents you need to provide us which will then be checked to ensure that we comply with current legislation.

|  |  |
| --- | --- |
| If you have a national insurance number write it here  |       |

**Rehabilitation of offenders act 1974**

|  |  |
| --- | --- |
| Have you been convicted, cautioned or otherwise diverted from prosecution of a criminal offence which is not spent under the above act? (Please note that for **qualified** staff the Act doers not apply and details of **ALL** previous convictions or other diversions from prosecution must be provided) | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| Please provide details here  |       |

|  |  |
| --- | --- |
| Are there any other matters (not already disclosed on this form) which may call into question your character and suitability. If Yes, attach documentation relating to the matter and a statement outlining the full events for each matter disclosed. | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| Please provide details here  |       |

|  |
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|  |

**References**

All appointments are subject to satisfactory references. One of these should be your current or most recent employer, if applicable, and the other a previous employer. Where this is not possible please state how the referee is known to you. We will contact referees only *after* we have made you an offer of employment, unless we have your express permission to contact them before then.

|  |  |  |
| --- | --- | --- |
| name/job title  | 1       | 2       |
| address |  |       |
| postcode |       |       |
| telephone |       |       |

**Declaration**

I confirm that the information given on this application form is true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment. I explicitly consent to your holding, processing and transferring the data contained on this document, both electronically and manually, for recruitment and administration purposes and to comply with the law (including the compiling and disclosing of statistics in connection with the company’s equal opportunities programme).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |       | Date |       |

If you e-mail this form to us as a computer file, we will assume that you are endorsing the contents even though the form will not be signed. However, if you are shortlisted for the post we may ask you to sign a hard copy of the form.

On receipt of this form it will be held in a manual file and the information will also be transferred to our computer dataset. Your signature indicates your consent to this.

Please note that we may wish to carry out a credit reference check or enhanced CRB check. Please tick here if you object to such checks being carried out [ ]  Please note that a refusal to allow such a check may influence our decision to make an offer of employment.

|  |  |
| --- | --- |
| **🖃 Please return this completed form to:**Christine WoolfendenT V Edwards LLP35 Mile End RoadLONDON E1 4TP*or*🡪 *email* christine.woolfenden@tvedwards.com |  |

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