

APPLICATION FORM

Name:

Post applied for:

Trainee Solicitor

At which office:

All Branches

When completed, this form should be returned if possible by email to vwhittaker@ansonssolicitors.com

Ansons Solicitors Limited
Commerce House
Ridings Park Eastern Way
Cannock Staffordshire
WS11 7FJ

PLEASE USE BLOCK CAPITALS

Personal details:

Surname:		First names:	
Mr/Mrs/Miss/Ms /Other	Previous names:		Marital status:
Address: Post code:	Phone numbers Home:		Date of birth:
	Business:		NI number:
	Mobile:		Ethnic Origin: <i>Optional</i>
Email address: PLEASE NOTE THIS IS OUR PREFERRED MEANS OF CONTACT AND WILL BE USED IN RESPONSE TO ALL APPLICATIONS RECEIVED			

Present appointment:

Present employer:	Position held:
	Present basic salary:
Hours of employment:	If appointed, when could you commence with us?:

Eligibility for employment:

Are you eligible for employment in the UK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have proof of eligibility to work in the UK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you require a Work Permit to work in the UK?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are there any restrictions (restrictive covenants) from your current / previous employer which will affect your ability to work in the company?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes please provide copies.		

Note: To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

Employment experience:

(start with the earliest position first, and include your present post; say whether part or full time).

Dates		Employer's name and address	Position held	Reasons for leaving
From	To			

Leisure and other interests:

(you may continue on another sheet if you wish) Tick here if further sheets enclosed:

Why should we employ you:

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References:

Please provide the names and addresses of two people to whom we may make reference prior to any interview. It would be preferred if one of these could be your present employer (if appropriate).	
1 Name and address:	2 Name and address:
Telephone:	Telephone:

Where did you see this application advertised?

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If you have previously applied for a position with this firm, please provide details, including the date, the position applied for, which office the application was made to, and whether you were interviewed.

Is your ability to attend and interview or perform part of the particular job for which you are applying limited in any way?

If so, how can we assist you in overcoming this?

Please complete Equal Opportunities Monitoring form attached - ***all questions on the form are optional***

Applicants Declaration:

General Data Protection Regulations 2016 ('GDPR') (to be read and signed by the employee)

The Company needs to collect, store, and use certain types of information about employees and workers (including applicants thereto) in order to operate its business, to comply with its contractual obligations, and to fulfil its legal obligations generally and including (but not limited to) under the GDPR. Information supplied on this form may be processed by the company:

- a) in considering and processing your application
- b) and may include reference to personal data held by the Disclosure and Barring Service ('DBS') (formerly The Criminal Records Bureau).

Any consent provided herein may be withdrawn by me upon providing written notice to the Company addressed to the Directors of the Firm. Please note that in the event that you should withdraw or otherwise refuse to provide your consent to the company processing your data, it may still continue to process the data under one of the other justifiable grounds under the GDPR and as set out above.

Full Details of your other Data Rights are available upon request. In the event that you wish to engage any data right you must set out your requirements in writing addressed to a Director of the Firm.

On the above basis, I hereby consent to Ansons Solicitors holding this information on file, for as long as it considers necessary, to fulfil the purpose for which it was obtained and to process it in accordance with the requirements of the GDPR or other procedures implemented by Ansons Solicitors for this purpose from time to time.

Signed:..... Dated:.....

Declaration

I confirm details in this application are correct and complete. I understand that canvassing or giving false information would disqualify my application, or if discovered after appointment may be regarded as amounting to gross misconduct giving rise to grounds for summary dismissal.

I also understand that appointment will be subject to satisfactory confirmation of eligibility to work in the UK, medical clearance, security clearance, and references.

Signed:..... Dated:.....

Equal Opportunities Monitoring

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Thank you for your assistance.

ABOUT THE VACANCY

Please state which job you have applied for and the closing date given for applications.

Job applied for:

Closing date for applications:

GENDER

What is your gender (please tick)?

Male
Female
Prefer not to say

(If you are undergoing gender reassignment, please use the gender identity you identify with.)

GENDER IDENTITY

Do you identify as transgender/transsexual?

Yes
No
Prefer not to say

ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

A	B	C	
White: British - English, Scottish or Welsh	<input type="checkbox"/> Mixed race: White and Black Caribbean	<input type="checkbox"/> Asian or Asian British: Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/>
Other White background	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/>
	<input type="checkbox"/> Other Mixed background	<input type="checkbox"/> Other Asian background	<input type="checkbox"/>

D
Black or Black British:

- Caribbean
- African
- Other Black background

E
Chinese and other groups:

- Chinese Prefer not to say
- Other ethnic group

AGE

What is your age (please tick)?

- 16–17 18–21 22–30 31–40 41–50
- 51–60 61–65 66–70 71+ Prefer not to say

SEXUAL ORIENTATION

How would you describe your sexual orientation (please tick)?

- Heterosexual / straight Bisexual Prefer not to say
- Gay man Gay woman / lesbian

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

- | | Yes | Partially | No |
|-------------------|--------------------------|--------------------------|--------------------------|
| At home | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With colleagues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| With your manager | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| At work generally | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RELIGION OR BELIEF

Please describe your religion or other strongly-held belief.

- I would describe my religion or belief as:
- I have no particular religion or belief
- Prefer not to say

DISABILITY

Do you consider that you have a disability under the Equality Act (please tick)?

- Yes No
- Used to have a disability but have now recovered Don't know
- Prefer not to say