# Section 1. Application Details

Application for position:

# Section 2. Personal Details

First Name:       Surname:

Title(Mr/Mrs/Ms) other:

Contact Details: Email:       Mobile Phone:

Address:

Date of Birth:

Home telephone number:

Preferred contact : Home telephone [ ]  Mobile phone [ ]  Other [ ]

Current/most recent salary and benefits.

May we contact you at work? Yes: [ ]  No: [ ]

# Section 3. Employment

Present/most recent employer:

Employer’s address:

Postcode:

Dates employed: From       To

Job title:

What period of notice is required by your current employer?

Short description of current position:

Please type/paste in this shaded area which will expand.

### Previous employers

Please provide start and end dates of employment, employer details and a short description of the position held.

Please type/paste in this shaded area which will expand.

# Section 3. Education and Training

## Education:

Please provide details of qualification(s) obtained and those currently being pursued. Please detail qualification, dates and relevant institution in reverse chronological order.

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| --- | --- | --- | --- |
| DATE | INSTITUTION | QUALIFICATION(most recent first) | GRADE |
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## Training:

Please provide details of any relevant work related courses; including course date, title and subjects covered and the training provider

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| --- | --- | --- |
| DATE | COURSE (Title) | TRAINING PROVIDER(most recent first) |
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## Professional Bodies

Body:

Membership status:

Registration No:

Renewal date:

## Other relevant work:

e.g. voluntary, unpaid work, community work. Please provide dates and the nature of the activity.

Please type/paste in this shaded area which will expand.

For Trainee Applicants Only:

In 250 words describe the area of law that you are passionate about and how you have actively pursued this interest.

Please type/paste in this shaded area which will expand.

# Section 4. Relevant Experience & Skills

Please type/paste in this shaded area which will expand.

# Interests:

Please type/paste in this shaded area which will expand.

# Section 5. References

Please give the name, address and telephone number of two referees. One should be your current or most recent employer. References provided must cover at least the last three years of your employment history.

Name:

Email address:

Position:

Address:

Postcode:

Telephone number:

Name:

Email address:

Position:

Address:

Postcode:

Telephone number:

May we contact your present employer if you are shortlisted? Yes: [ ]  No: [ ]

Do you require a work permit to work in the UK? Yes\*:[ ]  No: [ ]

\*Please note that you need to make your own arrangements for a work permit, if required.

Have you ever been convicted of a criminal offence? Yes: [ ]  No: [ ]

(Declaration subject to the Rehabilitation of Offenders Act)

If yes, please give details: Please type/paste in this shaded area which will expand.

**Data Protection Act 1998**

Information provided by you in section 6 of this application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of your Human Resources record.

# Declaration

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information, I may be disqualified or dismissed after appointment.

I consent to the use of this information as outlined above.

Signature:

Date:

If you are completing this form on line, please check this box to denote your consent to the use of this information as outlined above: [ ]

Please return your completed Application Form to ktaylor@collinslaw.co.uk

# Section 7. Equality of Opportunity

Collins operates an Equal Opportunity Policy. To help us monitor its effectiveness, please complete this section and tick the appropriate boxes below; if you choose not to give us this information, this will not affect your application in any way. This section will be detached from the main body of the application form and will be used only for monitoring purposes.

What is your gender? Male: [ ]  Female: [ ]

Do you consider yourself to have a disability\*? Yes: [ ]  No: [ ]

\*The Disability Discrimination Act (DDA) 1995/extended 2005 defines disability as: “a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities”.

If yes, can you provide more information about your disability (select as appropriate).

Physical [ ]  Learning disability [ ]  Hearing [ ]

Mental Health [ ]  Other [ ]  Please specify:

Please select below which best describes the ethnic group to which you belong:

### White

British [ ]

Irish [ ]

Other white background: [ ]

Please specify:

### Mixed

White & Black Carribbean: [ ]

White & Black African: [ ]

White & Asian: [ ]

Other mixed background: [ ]

Please specify:

### Black or black British

Black Caribbean: [ ]

Black African: [ ]

Other black background: [ ]

Please specify:

### Chinese or other ethnic group

Chinese: [ ]

Any other ethnic: [ ]

Please specify:

### Asian or Asian British

Indian: [ ]

Pakistani: [ ]

Bangladeshi: [ ]

Other Asian background: [ ]

Please specify:

Please tick the box from the list below which best describes your religion or belief:

Christian [ ]

Hindi [ ]

Jewish [ ]

Sikh: [ ]

Muslim: [ ]

None: [ ]

Buddhist [ ]

Other [ ]

Please specify:

Please tick the box from the list below which best describes your sexual orientation:

Not specified [ ]  Same Sex (homosexual) [ ]

Opposite Sex (heterosexual) [ ]  Same Sex & Opposite Sex (bisexual) [ ]

To help us monitor our advertising policy, please say where you saw this post advertised;

Please type/paste in this shaded area which will expand.

Please return your completed Application Form to ktaylor@collinslaw.co.uk