# Section 1. Application details

Application for position:

# Section 2. Personal Details

First Name:       Surname:

Title (Mr/Mrs/Ms) other:

Contact Details: e-mail:       Mobile:

Home Telephone Number:

Preferred contact method: Home Tel:  Mobile:  Other:

Address:

Date of Birth:

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:

Period of notice required by your current employer:

Short description of your 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(s) held.

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

# Section 4. 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 dates, title and subjects covered and the training provider

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| DATE | COURSE TITLE | TRAINING PROVIDER  (most recent first) |
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## **Membership of Professional Bodies**

Body:

Membership status:

Registration No:

Renewal date:

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.

Plese 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.

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

# Section 5: Relevant Experience and Skills

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

# Interests

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

# Section 6: References

Please give the name, address and telephone number of two referees. One should be your current or most recent employer. References must cover at least the last three years of your employment history. For Trainee/Paralegal applicants, you may also include details of Tutors or personal referees if you do not have an employment history.

**Referee 1**

Name:

e-mail address:

Position:

Address:

Telephone number:

**Referee 2**

Name:

e-mail address:

Position:

Address:

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 are required 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:

**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 [ylai@collinslaw.co.uk](mailto:ylai@collinslaw.co.uk)

# Section 7. Equality of Opportunity

Collins is a signatory of the Law Society’s Diversity and Inclusion Charter 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:

### 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 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 [ylai@collinslaw.co.uk](mailto:ylai@collinslaw.co.uk)