



Application for Employment

All information contained in this document will be treated "Confidential". Please complete using black ink and return this application form to the Penarth office.

Job Title:

Personal Details

Title:

Surname/FamilyName:

FirstName(s):

Date of Birth:

Address:

Postcode:

Telephone Number:

E-mail Address:

Have you ever suffered from a serious illness? If so, please give details:

Present or Recent Employment

Name of Employer:

Address:

Telephone Number:

Position Held:

Salary:

Hours of Work:

Commencement Date:

Reason for Leaving:

Brief Description of Duties:

Previous or Recent Employment

Name of Employer:

Address:

.....

Telephone Number:

Position Held:

Salary:

Hours of

Work:

Commencement Date:

Membership of Relevant Professional Organisations

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Additional Information

Please demonstrate how your experience, skills and training qualifications both inside and outside paid work or through study, may make you suitable for the post. Please ensure that you have read the job description and person specification for the post and that you have provided sufficient information to describe how you meet the requirements set out in the person specification.

Interests/Hobbies

References

Please provide details of two referees, one of whom should be your present employer or recent employer (unless you have not worked before) and one other who is able to describe your suitability for the post.

Name:

Position Held:

Address:

.....

May we contact the referee before the interview?

Name:

Position Held:

Address:

.....
May we contact the referee before the interview?

Declaration

I certify that the information I have provided is correct to the best of my knowledge and belief and that I have not omitted any facts which may have a bearing on my application. I understand that if any of the information provided by me is found to be false, any contract of employment may be terminated without notice. I also certify that I am lawfully able to work in the United Kingdom and will provide at interview a copy of my P45 or P60 for this purpose.

Signed: Date:

Print Name:

EQUALITY AND DIVERSITY MONITORING FORM

In line with the firm's Equality and Diversity policy we collect data on ethnic origin, age, disability and gender from all applicants to Sinclairslaw so that we can assess the effectiveness of our policies. The information we collect will be treated as confidential information. This information will be used to compile statistical analyses and reports and will not be released to anyone in a way which might identify any individual. The data collected will not be used in any selection process and is kept only for monitoring purposes. You are not obliged to answer any question which you prefer not to.

Name:

Date:

Position Applied For:

Date of Birth:

Sex: MALE/FEMALE (please delete as appropriate)

Sexual Orientation: (please delete as appropriate)

LESBIAN/GAY/BISEXUAL/HETEROSEXUAL/PREFER NOT TO ANSWER

Do you consider yourself disabled?

Religion: (please delete as appropriate)

CHRISTIAN/BUDDHIST/HINDU/JEWISH/MUSLIM/SIKH/NONE/PREFER NOT TO ANSWER/OTHER (please specify)

What is your ethnic group?

(Please select one from sections (a) to (e) to indicate your cultural background)

(a) WHITE

British

Irish

Any other White background (please specify)

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(b) BLACK or BLACK BRITISH

Caribbean

African

Any other Black background (please specify)

.....

(c) ASIAN or ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

.....

(d) MIXED

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background (please specify)

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(e) CHINESE or OTHER ETHNIC GROUP

Chinese

Any other Mixed background (please specify)

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