

APPLICATION FORM

Please complete this application form accurately, giving as many details possible of your skills and experience relating to the role for which you are applying. Shortlisting will be based on the information provided by you on this form, in conjunction with the role and person specification. You will be advised in writing of the outcome of your application.

Please ensure the completed form is printed out signed, dated and returned by the closing date to the address given on the last page. We are unable to accept application forms e-mailed as attachments which are not signed. Scanned signed application form will be accepted.

Please either type directly in this form using 'Microsoft Word' or print it out and complete the form in black ink and in BLOCK CAPITALS.

GUIDELINES

Applicants will be treated in the same way regardless of whether they are internal or external candidates and appointments will be made purely based on suitability to the role applied for.

POSITION APPLIED FOR

Job Title:

Department:

Advert Reference:

Where did you see this post advertised:

1. APPLICANTS DETAILS

Title:	Surname	First Names:

Home Address

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Post Code:

Telephone Numbers Including full STD Code

Work:	Home:	Mobile:
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E-mail (where possible):	Work / Home (please select)
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Is there anything concerning in your medical history or state of health that is relevant to your application?	YES* / NO If you answer YES refer to the Equality of Opportunity Questionnaire enclosed.
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Are there any restrictions regarding your employment? e.g. do you require a work permit	YES* / NO If you answer YES please provide details on a separate sheet of paper
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What is your Notice Period currently

2. Employment Record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific arrears of responsibility please do so in section 5: Experience / Skills

<i>a) Current / most recent employer / Organisation</i>		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for Leaving / Changing:		
<i>b) Employer / Organisation</i>		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for Leaving / Changing:		
<i>c) Employer / Organisation</i>		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for Leaving / Changing:		
<i>d) Employer / Organisation</i>		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of Duties:		
Reason for Leaving / Changing:		

Areas Of Law Practiced including length of experience

Area	Length of experience

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3. File Management

Number of Files Handled and type:		
Number of Transferable files:		
Profit Costs Achieved		
Percentage Breakdown of files:	% Private	% Public

4. Complaints / Findings by Law Society / SRA / SDT / Disciplinary Action

Please provide details of any complaints completed or pending including the circumstances and any resulting costs. Also include any findings by the Law Society, The SRA or the SDT.

5. Experience / Skills

Please use this section to give specific information in support of your application. Please set out on a maximum of 3 sides of A4.

After reading the Job Description and Person specification carefully consider what extent you have gained the relevant experience necessary for the post. Your experience need not be in paid employment and may include details of voluntary work or special interests to you. It is important to us that you provide examples supporting your application if appropriate. You may wish to use the headings given on the person specific to set the information clearly.

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8. References

Please give the name, address and position/occupation of 2 referees. One must be your current or most recent employer. References will only be taken up for the successful candidate. All offer of employment are subject to successful references. Testimonials or references from friends and or relatives are not acceptable.

1. Name:
Position
Organisation:
Address:
Telephone Numbers

2. Name:
Position
Organisation:
Address:
Telephone Numbers

9. Criminal Convictions

Do you have any criminal convictions:	YES / NO
Criminal convictions do not automatically exclude someone from employment but failure to disclose a criminal conviction that is later discovered will result in disciplinary procedures and may result in summary dismissal for gross misconduct.	If yes please give details on a separate sheet of paper.

10. Declaration and Signature

The information supplied in this application for is accurate to the best of my knowledge	
.....
Signature	Date

By signing and returning this application for you consent to Farrell Matthews and Weir Solicitors keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will only be used solely in the recruitment process and will be retained for a period of 12 months from the date on which you are informed whether you have been invited for an interview, or 12 months from the date of interview. Such information may include details relating to ethnic monitoring and disability: These will be used solely for internal monitoring and will not be disclosed to any third party. **Thank you for completing this form.** Please print your completed for and return it together with your Equal Opportunities form to: -

Private and Confidential
Chief Operations Officer
FMW Law Limited
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