

## Application form

Please complete this form in black ink in full then return to Patricia Reynolds, Human Resources, 40, Great Charles Street, Birmingham, B3 2AT

Please complete and return this application as soon as possible.

**Position applied for:**

**Personal details**

Name

Address

Telephone Number

E-Mail Address

M/F

Nationality

Marital Status

Driving Licence

**Education**

**Professional qualifications**

Qualification Title	Grade	Date Obtained
_____		
_____		
_____		
Current Status	Next Exam Date	
_____		
_____		

**General details**

Do you need a work permit to work in the UK	YES/NO
Do you speak or read any languages other than English (please give details)	YES/NO
Do you smoke	YES/NO
Do you own a car	YES/NO

**Health**

Are you in good health	YES/NO
Do you have any disabilities which may affect your application	YES/NO
If you have answered Yes to the above question then please describe any disabilities and	
a. Any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job.	
b. Any reasonable adjustments that you feel should be made to the job itself which would Enable you to carry out the job.	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

**Employment details**

Current employer	Dates : From	To
Job Title		
Type of business	Benefits	
Starting Salary	Current Salary	
Reasons for leaving		
_____		
_____		
_____		
Main functions of job (list key responsibilities)		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
List Major Achievements		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

**Employment details (cont'd)**

Previous employer	Dates: From	To
Job Title	Starting Salary	Current Salary
Type of business	Benefits	
Reasons for leaving		
_____		
Main Functions of job (list key responsibilities)		
_____		
_____		
_____		
_____		
List Major Achievements		
_____		
_____		
_____		

Previous Employer	Dates: From	To
Job title	Starting salary	Current salary
Type of business	Benefits	
Reasons for leaving		
_____		
Main functions of job (list key responsibilities)		
_____		
_____		
_____		
List major achievements		
_____		
_____		
_____		

**Personal qualities**

What strengths to you have to offer your next employer ? Personal/Technical/Professional

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What are you looking for in your next career move ?

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What steps have you already taken in your career search?

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Interests/Hobbies (give details of pastimes/sports etc

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Have you ever been convicted of a criminal offence (Declaration subject to the rehabilitation of Offenders Act) \_\_\_\_\_

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If offered this position would you continue to work in any other capacity (please give details)

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**Recruitment policy**

It is the Firm's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race,colour,national origin,sex, or marital status or disability.

Please note that in the event you are offered a position by the firm you will be asked to provide one of the original documents listed at annex A as proof of identity.

**Referees**

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

Please give the names, addresses and telephone numbers of two referees, one of which should be your current or last employer. No contact will be made before permission is obtained from you. If no work references are available please supply appropriate academic certificates.

Surname _____	Surname _____
Forename _____	Forename _____
Title _____ Initials _____	Title _____ Initials _____
Position _____	Position _____
Organisation _____	Organisation _____
Address _____ _____	Address _____ _____
Postcode _____	Postcode _____
Tel No _____	Tel No _____

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.

Signed: _____	Date: _____
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**Annex A.**

List of documents

- A document giving your National Insurance Number and Name. This could be P45 a National Insurance Card or a letter from a government agency or previous employer.
- A document showing that you can stay indefinitely in the UK, or that you have no restriction preventing you from taking employment. This might be an endorsement in a passport or a Home Office letter.
- A work permit or other approval to take employment from the department for Education and Employment.
- A document showing that you are a UK Citizen, or have the right of abode in the UK, this may be a passport, an endorsement in the passport, a birth certificate a registration or naturalisation document or a letter from the home office.
- A document showing you are a national of a European Economic Area country. This may be a passport or national identity card.

## Equal Opportunities Monitoring Form

In order to assess how well our Equal Opportunities Policy is working, Blakemores Solicitors monitors the process of staff selection.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer any of the questions, but you will appreciate that for our monitoring policy to be effective, we rely on you to complete the form.

If you do not wish to answer any question(s) this will not affect the handling of your application in any way.

### ETHNIC ORIGIN\*

(Please tick one of the following categories).

I would describe my ethnic origin as:-

- |   |   |
|---|---|
| <input type="checkbox"/> White                          | <input type="checkbox"/> Pakistani                    |
| <input type="checkbox"/> Black – African                | <input type="checkbox"/> Bangladeshi                  |
| <input type="checkbox"/> Black – Caribbean              | <input type="checkbox"/> Chinese                      |
| <input type="checkbox"/> Black – Other (please Specify) | <input type="checkbox"/> Asian Other (please specify) |
| <input type="checkbox"/> Indian                         | <input type="checkbox"/> Other (please specify)       |

**\*these categories were used for the 1991 census and are recommended by the Commission for Racial Equality. They do not refer to place of birth, citizenship or nationality but to the ethnic group to which you belong.**

### Gender

I am male/female (delete as applicable).

### *Sexual Orientation*

My Sexual Orientation is Heterosexual / Homosexual / Bi-sexual (delete as applicable).

### Age

My date of birth is .....

### Disabilities

I do/do not have any disabilities (delete as applicable).

\*If you answer positively to the above, please specify any special requirements you may have.