

APPLICATION FOR EMPLOYMENT

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THE APPLICATION FORM

Complete all relevant sections in black ink and ensure that you sign the personal declaration.
If you have any difficulties in completing your application, please contact us.

PERSONAL DETAILS

The aim of this section is to collect basic information such as your name and address. Please complete this section as fully as possible.

REFEREES

In this section you are asked to supply the names of two referees (who may be approached by us should you be shortlisted for interview, unless you indicate otherwise). One of these referees **must be** your present or, if you are unemployed, your most recent, employer. School leavers should give the name of their head of school /year or college principal. Both referees should be able to comment from personal experience on your ability to undertake the job for which you have applied.

CRIMINAL CONVICTIONS

This post is **exempt** from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975, because it may involve work in relation to the administration of justice. This means that you **must** provide details of any previous criminal convictions **including those which would normally be considered as 'spent'** under the Act. In addition, we require information about any current criminal investigations in which you are involved. Any information given will be completely confidential. Information about the Rehabilitation of Offenders Act.1974 can be obtained from your local Probation Office. Failure to disclose such convictions could result in disciplinary action by the firm, which may lead to dismissal and prosecution. A conviction will not automatically bar you from appointment.

DISCLOSURE – DISCIPLINARY ACTION

Failure to disclose disciplinary action could result in instant dismissal

DISCLOSURE - CRIMINAL RECORDS BUREAU

In the case of certain positions your job offer will be made subject to a satisfactory disclosure being received by the firm from the Criminal Records Bureau. Candidates who do not apply for disclosure, or fail to provide sufficient information for a disclosure to be made, will not be offered such a position.

EDUCATION/TRAINING

The aim of this section is to collect details of any

formal qualifications and training that you may have. Please state the subjects associated with your qualifications in the relevant sections.

PRESENT AND/OR PREVIOUS EMPLOYMENT

The aim of this section is to collect some general information about your most recent employment and some details regarding the main duties, responsibilities and experience you have gained which are relevant to the position for which you are applying.

When completing this section it is important that you supply a continuous record of your occupation, including times when you were doing voluntary work, or were unemployed, etc., to provide a full account of your experience. Please complete the list giving your most recent occupation first, and supply precise dates. Continue on a separate sheet if necessary.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

This section is regarded as being a very important part of your application. You should make statements which demonstrate how your qualifications and experience match the requirements of the position for which you are applying. Give reasons why you are applying for the post and details of any training, education or other interests relevant to the post which you have not given previously. Try to keep the information concise. You may use an additional sheet if necessary. Please put your name and the title of the post for which you are applying at the top.

EQUAL OPPORTUNITIES

Applications are considered on merit and are welcomed irrespective of age, gender, race, religion, disability or marital status.

DATA PROTECTION

The information contained on this form will be held/ processed in accordance with the rights of data subjects under the Data Protection Act 1998, i.e., personal data is processed fairly and lawfully and for specified purposes, it will not be used in any manner incompatible with those purposes, it is adequate, relevant and not excessive and it will not be kept for longer than is necessary for the purposes for which it is obtained.

DECLARATION

You must ensure that you sign the declaration before you submit your application.



**Atherton
Godfrey**
SOLICITORS

**8 Hall Gate, Doncaster, DN1 3LU Tel: (01302) 320621
Application for Employment (Confidential)**

Post applied for:
Application for the Attention of:

PERSONAL DETAILS

Preferred Title: Mr/Mrs/Miss/Ms/Other: Surname:
Forename(s):
Address:
.....
..... Post Code:
Telephone: Home: Work:
Mobile: E-mail:
May we contact you at work? YES/NO Do you hold a full driving licence? YES/NO
N.I No: Eligibility to work in the UK: Do you require a work permit? YES/NO

REFEREES

| | | |
|---|-----------------|-----------|
| Referee 1 May we approach this referee prior to interview? YES/NO | Name: | |
| | Address: | |
| | Post Code: | Tel. No. |
| | e-mail address: | |
| | Position held: | |
| | | |
| Referee 2 May we approach this referee prior to interview? YES/NO | Name: | |
| | Address: | |
| | Post Code: | Tel No. : |
| | e-mail address: | |
| | Position held: | |
| | | |

Do you have any special needs that the firm will need to make provision for at interview: YES/NO

If "Yes", please specify:

Please tell us how you knew about this vacancy:

EDUCATION**QUALIFICATIONS UP TO AGE 16**

| Name and Address of School or College | Dates From To | Qualifications obtained | Grade | Year |
|---------------------------------------|-----------------------|-------------------------|-------|------|
| | | | | |

POST AGE 16 EDUCATION AND PROFESSIONAL QUALIFICATIONS

| Name & Address of School, College, University, Institute, Training Body, etc. | Dates From To | Qualifications obtained | Grade | Year |
|---|-----------------------|-------------------------|-------|------|
| | | | | |

PRESENT (OR MOST RECENT) EMPLOYMENT

| | |
|--|---|
| Name and address of Employer:Post Code Tel. No. (inc. code)..... | Post held: From:..... to Reason for leaving or seeking alternative employment: Period of Notice: Salary: |
|--|---|

Brief description of duties:

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

| Name and Address of Employer | Post held | From | To | Reason for leaving or seeking alternative employment |
|------------------------------|-----------|------|----|--|
| | | | | |

Experience, Knowledge, Skills and Abilities

In the following section please summarise what experience, knowledge, skills and abilities you have which make you suitable for this post – continue on a separate sheet if necessary.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy

Atherton Godfrey are committed to the provision of equal opportunities in employment, and accordingly wishes to ensure that no job applicant is treated less favourably on the grounds of disability, age, sex, marital status, race, religion, ethnic or national origin, nationality or colour, nor is disadvantaged by a rule, condition or requirement which cannot be justified on job-related or operational terms

CRIMINAL CONVICTIONS (please refer to the notes)

Have you ever been convicted of a criminal offence? YES / NO

Do you have any criminal charges against you pending? YES / NO

If 'Yes', please supply details in a sealed envelope addressed to 'The Managing Partner', and attach to this application form

DISCIPLINARY DISCLOSURE

Please provide details of any formal complaints made against you, your disciplinary record (if any) for the past 3 years and details of any outstanding complaints with the SRA and the Legal Complaints Service / Legal Ombudsman, negligence claims or any other client litigation, within the last 3 years. If none, please write 'NONE'.

Please give details of any conduct by you that may potentially damage the reputation of the Lexcel or CQS standard. This would include, but is not limited to:

- (i) Investigations of you by your regulator or any other regulatory body
- (ii) Restrictions imposed on you by your regulator or any regulatory body
- (iii) Any criminal investigations that may affect your work as a solicitor or your ability to practice
- (iv) Any adverse publicity which may damage the reputation of the firm and/or the Lexcel scheme.

If none, please write 'NONE'

DECLARATION

I certify that to the best of my knowledge the information I have given in this form is correct.

I understand that any false information given on this form, including that relating to criminal convictions or disciplinary action, may render an offer of employment invalid and / or render me liable to instant dismissal.

Signed: Date:

For office use only –

04/17

Candidate shortlisted for interview YES / NO

If no, give reason

Initials