

application form

reference number
(for HR use only)

post applied for

date of application

1 personal details

surname	<input type="text"/>	title	<input type="text"/>
first name(s)	<input type="text"/>		
Name you prefer to be known as	<input type="text"/>		
address for correspondence	<input type="text"/>		
	postcode		
daytime phone*	<input type="text"/>	evening phone	<input type="text"/>
mobile	<input type="text"/>	email address	

*If we need to contact you by phone it will be during standard office hours. We would of course be discreet and would not leave messages saying who we are or why we are calling. However, we understand there may be circumstances where it may not be suitable for us to ring you at work at all. If this is the case let us know if there's an alternative way in which we can contact you during the day.

2 employment

your current or most recent employment

employer's name and address	<input type="text"/>		
postcode	<input type="text"/>		
nature of business	current/last salary	£	<input type="text"/>
your job title	notice period	week(s)	<input type="text"/>
your start date	date you left (if applicable)		

Please describe the organisation, your role and main areas of responsibility. Briefly outline your major achievements to date and your reasons for wishing to leave. Continue on a separate sheet if necessary.

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previous employment

employer	dates from/to	position held and brief description of duties	reasons for leaving

3 education / qualifications / training

Please list below details of secondary and further education and relevant training.

dates from/to	name of school/college etc	course/exam	results

professional qualifications / memberships

date awarded	name of school/college etc	qualification/membership status

4

disability

Do you consider that you qualify as disabled under the disability discrimination act?

YES

NO

We consider all applicants on merit. We can make reasonable adjustments to the environment – or the job – to meet the needs of disabled applicants.

If you have any physical or mental impairment, please provide details and suggest any reasonable adjustments we could make to help meet your needs.

Do you require any assistance to attend and participate in an interview?

YES

NO

If yes, please give details:

5

medical/health

Over the past two years, how many days have you been absent from work, and on how many occasions?

on

Do you suffer from any medical condition of which we should be aware, for example (but not exclusively) diabetes, asthma, epilepsy, heart or lung disease, blood or circulatory disorders, back or muscular-skeletal problems? If so please provide details:

6 additional information

Please explain what attracts you to this position – and give specific examples of the personal skills and experience you would bring to it. You may draw on experiences from your personal life, such as voluntary work or work within the home, if you wish. Continue on a separate sheet if necessary.

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references

All appointments are subject to satisfactory references. One of these should be your current or most recent employer, if applicable, and the other a previous employer. Where this is not possible please state how the referee is known to you. We will only contact referees *after* we have made you an offer of employment, unless we have your express permission to contact them before then.

name/job title address	1	2
	postcode	
phone number		

declaration

I confirm the accuracy of the information I have given above. I explicitly consent to your holding, processing and transferring the data contained on this document, both electronically and manually, for recruitment and administration purposes and to comply with the law (including the compiling and disclosing of statistics in connection with the company's equal opportunities programme).

signature

date

If you e-mail this form to us as a computer file, we will assume that you are endorsing the contents even though the form will not be signed. However, if you are shortlisted for the post we may ask you to sign a hard copy of the form.

Blacklaws Davis LLP is an equal opportunities employer. All decisions on recruitment are based solely on the merits and abilities of each applicant, regardless of sex, marital status, religion, colour, ethnic origin, race or disability. If at any time you feel that a decision has been taken which discriminates on the basis of the above, you should write to the Practice Manager at 190-196 Deptford High Street, London SE8 3PR who will investigate your complaint.

please return this completed form to:

The Practice Manager
Blacklaws Davis LLP
190-196 Deptford High Street
London
SE8 3PR

queries?

If you have any queries about completing the application form please
→ telephone 020 8479 8014, or
→ fax 020 8479 8009