



APPLICATION FORM

1. APPLICANT INFORMATION

Full name:	Title:	Date of birth:
Flat/House no/name:		
Street name:		
Town:	Postcode:	
City:	National insurance number:	
Telephone number:	Mobile number:	
E-mail address:		
Place of birth:		
Present nationality:		
Post applied for (inc. any reference for the post):		

Are there any restrictions on your continued residence or employment in the UK, or are you subject to immigration control? Yes No
If yes, please provide further details:

Are you lawfully present in the UK? Yes No

Do you consider yourself to have a disability? Yes No

If yes, what arrangements if any would you require if called for the selection process:

Are there any dates in the next two months that you are unavailable for interview? (we will try to avoid these dates if you are shortlisted but cannot guarantee to do so)

Earliest start date:

Notice period:

Where did you hear about the post you have applied for?

Data Protection Notice

Why are we collecting this information?

To help us assess your application.

What will we do with it?

It will be used for our recruitment and selection procedure. Your application form will be held on the recruitment file and also used in the interview.

Who will see it?

Members of the selection process and Human Resources staff.

How long will it be kept?

If unsuccessful, your application form will remain on the recruitment file and be destroyed after one year.

What if I have concerns about the collection and use of this information?

Please contact the Human Resources Office.



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2. EMPLOYMENT HISTORY

Please include below details of your employment history starting with your current/most recent role.

Position title	Employer name	From	To	Responsibilities and duties	Reason for leaving



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3. EDUCATION

Please include all of your academic history.

School/College/University Name	From	To	Subject(s) studied	Qualification level:	Grade:

Languages spoken and ability:
*Please choose between either
beginner (B)
conversational (C)
fluent (F) or
native (N)*



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Additional qualifications and training completed
Please include details of any further qualifications you may have.

4. IT SKILLS

Please comment on your IT skills/knowledge from the list below

Software:	No Knowledge	Minimal User	Frequent user	
MS Word				
MS Excel				
MS PowerPoint				
MS Outlook				

Other Please provide further details	
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Please provide the names of any case management and / or accounts management software you have used.	
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5. SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

Please use this section to demonstrate why you think you would be suitable for the post. You should make reference to the job description and person specification and give examples of relevant skills and experience obtained either through formal employment or voluntary/leisure activities. Please also explain why you are applying for this role. This should not exceed 800 words (please continue on a separate sheet if necessary).

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6. FURTHER INFORMATION

a. Salary expectation for the role you have applied for:		b. Current/last salary:	
c. Are you qualified to practice law in England and Wales?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

If No please confirm if you have qualified in any other jurisdiction(s) and if so which:

d. Do you have a current practicing certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
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e. How many years post qualification experience do you have?			
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f. Please provide your registered Solicitors Regulation Authority (SRA) number:			
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g. Are there any restrictions / conditions on your practicing certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
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If yes please specify (continue on a separate sheet if necessary):

h. Have you ever been subject to any disciplinary sanctions or complaints from the Law Society/SRA or any other regulatory body?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
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If yes please specify (continue on a separate sheet if necessary):

i. Have you ever been convicted of any offence in any court of the UK or anywhere else?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
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If yes please provide details (continue on a separate sheet if necessary):

j. Please note that we may undertake Criminal Records Bureau enquiries about Please indicate your acceptance of this as appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
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If no please specify why:



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Any holidays currently booked over the next 12 months:

Yes

No

If yes please specify:

7. REFEREES

Please provide details of two or three referees who can provide references relating to your last three years employment history or academic history. Referees cannot be related to you.

	Referee 1	Referee 2	Referee 3
Name:			
Occupation:			
Address:			
Telephone number:			
E-mail:			

Please tick this box if you **do not** want us to contact your referees prior to interview:

I confirm that, to the best of my knowledge, the information I have given on this form is correct.

Signature:

Date:

PLEASE ALSO ATTACH YOUR CV TO THIS APPLICATION FORM

General Information

Please send your completed application form by e-mail to: hr@saracenssolicitors.co.uk. You can also send your application by post in an envelope marked 'Strictly Private and Confidential' to:

HR Manager, Saracens Solicitors, 1 Great Cumberland Place, Marble Arch, London, W1H 7AL

General Information

- Applications should reach us by no later than 5.00pm on any stipulated closing date and preferred medium is e-mail.
- Please supply a typed application form, where possible. Any illegible application forms will be eliminated from the selection process.
- Applications will be accepted by post or email but not both.
- If you are not contacted within 6 weeks of submitting your application form please assume that you have been unsuccessful on this occasion but we will keep your application on record should any suitable vacancy arise in the future.
- Regrettably due to the high volume of applications we receive, we are unable to communicate with all applicants.
- Electronic applications will act as a declaration that all details on this form are correct to the best of your knowledge.
- If you are invited for interview, you will be asked to sign a copy of this application form.
- Late and incomplete application forms will not be accepted.
- CVs can only be accepted in conjunction with this fully completed application form.

After interview(s) a job offer will only be made upon:

1. Verification of your identity
2. Verification of your right to work in the UK
3. Verification (usually by references) of your last three years employment and/or academic history

If you are offered a position you will be expected to provide original documentation covering points 1 to 3, at the latest within thirty days of an offer being made.

Equality and Diversity Monitoring

Saracens operates an equality and diversity policy. To help us monitor its effectiveness, it would be appreciated if you could complete this section.

Please tick the appropriate boxes below and return this form to us.

Completion of this form is not compulsory.



<p>Title: _____ (Dr/Mr/Mrs/Miss/Ms/Rev/Other)</p> <p>Surname: _____</p> <p>Full Name(s): _____</p> <p>Marital / Civil Partnership Status: _____</p> <p>Date of Birth: _____</p> <p>Nationality: _____</p> <p>Do you require a permit to work in the UK? Y / N Type of Permit: _____ Place of issue: _____</p> <p>Age:</p> <p><input type="checkbox"/> Under 18 <input type="checkbox"/> 18 – 24 <input type="checkbox"/> 25 – 34 <input type="checkbox"/> 35 – 44 <input type="checkbox"/> 45 – 54 <input type="checkbox"/> 55 – 64 <input type="checkbox"/> 65+</p> <p>Gender: (please tick as appropriate) <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Is the gender you indicated the same as your gender at birth? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Religion Belief/Faith:</p> <p><input type="checkbox"/> Buddhist <input type="checkbox"/> Christian (all denominations) <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Other <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say <input type="checkbox"/> No religion</p> <p>Sexual Orientation:</p> <p><input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Lesbian/gay woman <input type="checkbox"/> Hetrosexual/straight <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say</p>	<p>Ethnic Background: (please tick as appropriate)</p> <p>Asian or Asian British:</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background (please write) _____</p> <p>Black/African/Caribbean/Black British:</p> <p><input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black/African/Caribbean background (please write) _____</p> <p>Other ethnic group:</p> <p><input type="checkbox"/> Arab <input type="checkbox"/> Any other (please write) _____</p> <p>Mixed/multiple ethnic groups:</p> <p><input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed/multiple ethnic background (please write) _____</p> <p>White:</p> <p><input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other white background (please write) _____</p> <p>Disability:</p> <p>Do you consider yourself to have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person's ability to carry out normal day to day activities".</p> <p>Current or most recent salary / benefits (<i>evidence of this may requested</i>):</p>
<p>Nature of disability/impairment:</p>	
<p>Special requirements for communications and meetings:</p>	