



Employment Application Form

Please complete in block capitals. Any continuation sheets should be marked with your name and the position applied for.

Position applied for:

PERSONAL INFORMATION	
Title	Dr/Mr/Mrs/Miss/Ms/Other*
Surname	
Forenames	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	
Current driving licence	Yes/No*
Details of any endorsements	

EDUCATION	
Schools	Qualifications gained
College/University	Qualifications gained

EMPLOYMENT HISTORY (please list in chronological order with the most recent first)

Dates	Name and address of employer	Start/finish salary	Reason for leaving

Notice required in current post:

*Please delete as appropriate.

GENERAL COMMENTS

Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary.

CRIMINAL RECORD

Please note any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*. If none, please state.

HEALTH INFORMATION

Do you consider yourself disabled?	Yes/No*†
If yes, please detail any reasonable adjustments you are aware of that you would like the company to consider.	
Please list all absences from work in the past 12 months and the reasons for such absences.	

CONFLICT OF INTEREST

Please declare any family/personal relationship with members of staff currently working within the company/department where you are applying for employment.

Name	Name
Department	Department
Relationship	Relationship

This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse affect on the company/department.

ENTITLEMENT TO WORK IN THE UK

If you are not an EU National, do you have permission to work in the UK?	Yes/No*
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful.	

*please delete as appropriate

† If you have indicated 'yes', we reserve the right to follow this up with a pre-employment medical questionnaire.

REFERENCES

Please supply the names and addresses of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references.

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Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment and selection.

Signed: **Date:**

Please return the completed form to:

Post: Batt Broadbent Solicitors, 42-44 Castle Street, Salisbury, Wilts SP1 3TX

Email: service@battbroadbent.co.uk