



application form

Position Applied for: _____

Personal Details

Surname: _____

Forename: _____

Preferred Title: _____

Date of Birth: _____

Address: _____

Email: _____

Telephone _____

Home: _____

Mobile: _____

Postcode: _____

Work: _____

General

Schools/College	Dates attended	Examinations taken/to be taken	Result
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Qualifications

College	Dates attended	Qualification	Result (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Specialist Courses

Dates of Training/Course Duration	Course Organiser	Title of Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Shortlisted applicants may be asked to provide proof of qualifications.

Candidate Number: (office use only)





Address: _____

Tel No. _____

Address: _____

Tel No. _____

Do you hold a current driving licence? YES/NO*

Where did you see this job advertised?

National newspaper

Local newspaper

Professional journal

Internet

Other (please specify)

The processing of your application may involve us in holding sensitive personal information about you, such as your ethnic or racial origin for equal opportunities purposes or your physical or mental health. In order to comply with the Data Protection Act we need your specific consent to do this. To signify your consent please tick the appropriate box.

Consent given

Consent withheld

Do you wish us to retain your information for future consideration in the event of a further vacancy. YES/NO*

Declaration

I declare that all the information I have provided is true. In the event that I have provided false information I understand that if appointed I may be liable to disciplinary action including dismissal.

Signed _____

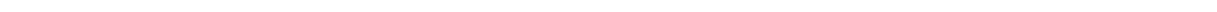
Date _____

Please return this form to:-

Mrs Jane Selman
HR and Training Manager
Knights solicitors llp
The Brampton
Newcastle-under-Lyme
Staffordshire ST5 0QW

By return please

Candidate Number: (office use only)





For office use only

Acknowledged

Yes

Reason (if no)

No

Interview

Date

Ref requested

Time

Ref received

Candidate Number: (office use only)

