



Application for Employment

Please complete this application in your own handwriting, using black ink. If there is insufficient space for any of your answers, please attach additional sheets.

Vacancy details

Position _____

Advertised in _____

Personal details

Surname _____

Forename(s) _____

Address _____

Postcode _____

Telephone Number _____

Mobile Number _____

E-mail address _____

Do you have a clean, valid UK driving licence? No Yes

Do you own a car? No Yes

Please tell us if there are any dates when you will not be available for interview: _____

Are any of your friends or relatives connected with Moore & Smalley or any organisation with links to Moore and Smalley? (this helps us to identify potential conflicts of interests) No Yes

(Please specify) _____

Academic history

Secondary and further education

Name(s) and address(es) of secondary school(s) and further education college(s) attended

Examinations taken

Level	Subject	Grade	Level	Subject	Grade

Higher education

Name and address of university or higher education college attended

Degree title

Examinations taken

Year 1 subjects	Year 2 subjects	Year 3 subjects	Year 4 subjects (if appropriate)
Grade for year	Grade for year	Grade for year	Grade for year

Overall class of degree expected/obtained* _____

Further information

Have you received any academic scholarships and/or distinctions? If yes, please detail.

* please delete as appropriate

Employment history

Please detail permanent, temporary and vacation work.

Dates	Name and address of employer	Main duties	Salary Details

Skills and experience

Please detail the most relevant skills and experiences you would bring to the post.

Motivation

Why do you want to apply for the position?

Interests and positions of responsibility

Please detail your main leisure activities and any positions of responsibility previously or currently held.

References

1. Academic (recent graduates) or most recent employer

Name _____

Address _____

Post code _____

Telephone number _____

2. Personal

Name _____

Address _____

Post code _____

Telephone number _____

The Data Protection Act 1998

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

Confirmatory Statement

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process.

Return Your Application Form to:

Human Resources Department, Moore and Smalley LLP, Richard House, 9 Winckley Square, Preston, PR1 3HP.

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature: _____

Date: _____



EQUAL OPPORTUNITIES MONITORING

Moore and Smalley is committed to equal opportunities in its employment policy, practices and procedures. To help us implement and monitor this policy please could you provide us with the following information.

The information you provide does not form part of the selection process, will be kept separate from your application and treated in the strictest confidence.

Title: (Mr/Mrs/Miss/Ms) Name:

Date of birth: Current Age:

Gender: Male Female Nationality:

Vacancy applied for:

Disability

Do you consider yourself to be a disabled person: Yes No

If you do have a disability please tell us about any adjustments we may need to make to assist you at interview:

What is your religion?

Please select from the list below:

Baha'i Catholic Jewish Rastafarian
Buddhist Christian Muslim Sikh
C of E Hindu Parsi Other: (Please state) _____

Ethnic Monitoring

Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background:

A White

- British
 - English
 - Scottish
 - Welsh
 - Other, please state: _____
- Irish
- Any other white background, please state: _____

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please state: _____

C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state: _____

D Black, Black British, Black English, Black Scottish, Black Welsh

- Caribbean
- African
- Any other Black background, please state: _____

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese
- Any other background, please state: _____

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature: _____

Date: _____