

JOB APPLICATION FORM

This form must be completed in full in order for your application to be considered. We will require your signature at any subsequent interview.

If you require Reasonable Adjustment in accordance with the Equality Act 2010 and need assistance in the application process or any subsequent interview process, or have any queries relating to this form, please contact Humphries Kirk Human Resources department on **01929 552141**.

JOB ROLE

Job role sought:

Salary sought:

Notice period:

First available date for work:

Hours sought:

Full time

Part time

If part time, please detail which days/hours can you work below:

If you speak any other languages, please give details:

If you have any annual leave booked, please give details:

How did you hear about this role?

HK website

Other website

Job board

Agency

Please give details:

If recommended by one of our employees, or another individual, please give their name:

For Secretaries and PA's. Typing speed:

WPM

Has this been recently tested?

Yes

No

PERSONAL INFORMATION

Full name:

Address:

Email:

Tel Home:

Tel Mobile:

National Insurance No:

TRANSPORT / CAR

Do you have access to a vehicle for work? Yes No

If you have any current, potential or pending endorsements, disqualifications, proceedings or fines, please give details below:

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK? Yes No

Do you have/require a work permit? Yes No

If YES, when does it expire?

DECLARATION SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent criminal convictions? Yes No

If YES, please give details below:

PROFESSIONAL BODIES

Are you are a member of any professional bodies? Yes No

If YES, please give details below and give SRA roll number/ILEX membership number as applicable:

PERSONAL DETAILS If you answer YES to any questions, please give details in the box on the right.

Have you applied for employment here previously? Yes No

Are you associated with/do you know any of our employees? Yes No

If offered a role, do you intend to undertake any other part-time paid or unpaid work? Yes No

Do you have any other business interests? i.e. director/shareholder of an organisation Yes No

Do you hold any other positions of office? Yes No

Have you ever been dismissed from employment? Yes No

Have you previously left employment during or pending disciplinary action? Yes No

Do you currently have any disciplinary live warnings?

Yes No

To the best of your knowledge, has Humphries Kirk ever acted for or against either yourself or anyone that you know?

Yes No

Fee Earners Only

Are you or have you ever been, either in your capacity as an individual or Partner/Director Officer (or similar) in another organisation:

• the subject of any professional visit, investigation, disciplinary, tribunal or other proceedings from the SRA/CILEX/other governing or official bodies?

Yes No

• subject to any Conditions, Findings, Orders or any other action?

Yes No

• subject to any negligence claims?

Yes No

• subject to any Restrictive Covenants in respect of your current/last contract that may affect you application/employment?

Yes No

Further Information

Is there any further information that you may like to disclose that could affect your application, references or any subsequent offer of employment? If so, please detail.

QUALIFICATIONS

Qualification	Grade	Date Obtained

EMPLOYMENT HISTORY SUMMARY – this must be completed in full

Start with the most recent employer, then work in reverse chronological order
Please provide dates and details of any gaps in employment on the next page

Current/most recent employment

Current Employer: Salary: Start: End:

Employer address:

Job title:

Responsibilities:

Fee Earners only. Target for last 12 months: £ Billed last 12 months: £

Reason for leaving: Resigned Dismissed Reason

Previous employment

Employer: Start: End:

Employer address:

Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Employer: Start: End:

Employer address:

Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Employer: Start: End:

Employer address:

Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Employer: Start: End:

Employer address:

Job title and main responsibilities:

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Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Employer: Start: End:

Employer address:

Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Employer: Start: End:

Employer address:

Job title and main responsibilities:

Reason for leaving: Resigned Dismissed Reason

Please provide details in the box below for any gaps in employment:

EMPLOYMENT REFERENCES

We require references from your two most recent employers.

If you have been employed by your current employer for 5 years or more – only 1 reference is required.
References will be requested from the HR department (or a senior manager where there is no HR Dept.)

1. Current/most recent employer details

Name of HR or Senior Manager:	<input type="text"/>						
Email address:	<input type="text"/>						
Company name:	<input type="text"/>						
Telephone no.	<input type="text"/>						
Dates of employment.	From	<input type="text"/>	Until	<input type="text"/>	May we apply for references prior to any offer of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I agree for Humphries Kirk to obtain this employer reference once I have given permission for references to be sought

Signature: Name: Date:

2. Please state the previous to last employer details

Name of HR or Senior Manager:	<input type="text"/>						
Email address:	<input type="text"/>						
Company name:	<input type="text"/>						
Telephone no.	<input type="text"/>						
Dates of employment.	From	<input type="text"/>	Until	<input type="text"/>	May we apply for references prior to any offer of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I agree for Humphries Kirk to obtain this employer reference once I have given permission for references to be sought

Signature: Name: Date:

Please continue to the next page to sign the declarations and complete your application

DECLARATIONS



Please complete the following as relevant and sign electronically with your name.
We will require your signature at any subsequent interview.

DBS Checks

Due to the nature of our business, DBS checks maybe required for some roles.
Please sign here to confirm your consent to enter into this process.

Signature:

Name:

Date:

Personal Data

I agree to my personal data/relevant documentation being retained as long as reasonably necessary.
I also agree that it be shared for the purpose of obtaining references once I have given permission for references to be sought.

Signature:

Name:

Date:

Personality Profiling Questionnaire

You may be required to undertake an online assessment. In this case, we would need to submit your email address to the provider in order that they may send you the link to complete the questionnaire. Please sign to give permission to do so.

Signature:

Name:

Date:

Declaration:

The information contained in this Application Form is true and accurate. If I have declared false information,
I understand that this may result in any subsequent offer being withdrawn/employment being terminated without notice.

Signature:

Name:

Date:

Land Lawyers (only)

I agree that you may share necessary personal data belonging to me with Lender Panels.

Signature:

Name:

Date:

Qualified Fee Earners (only)

I confirm that I have a current Practising Certificate (Solicitor/CILEX/Licensed Conveyancer).

Signature:

Name:

Date:

CILEX / Licensed Conveyancers (only)

I confirm that I give my permission for Humphries Kirk to gain information relating to my membership grade and dates,
right to practice, any recorded conduct issues, orders, findings, conditions or similar.

Signature:

Name:

Date:

Membership no.

If you have any queries relating to this form, please contact our Human Resources department on **01929 552141**.