|  |  |  |
| --- | --- | --- |
| Applicant Number(for office use) | Fife Law Centre Web: [www.fifelawcentre.co.uk](http://www.fifelawcentre.co.uk)E-mail: anne.macintyre@fifelc.co.uk  |  |

**APPLICATION FOR EMPLOYMENT**

**Please complete this form by yourself, fully and accurately in black ink and in your own hand writing or black type. If for any reason you have not completed it by yourself, please let us know.**

|  |
| --- |
| **Personal details** |
| Post applied for:  | **Legal Assistant** |
| How did you learn about the vacancy? |  |
|  |
| Surname: |  | Home tel no: |  |
| Forename: |  | Work/daytime tel no: |  |
| Address including postcode: | Mobile tel no: |  |
|  | E-mail: |  |
| Can we contact you at work? |  |
| Do you have any special needs you need us to accommodate if we invite you for interview? If so, please give details here: |
|  |
| **Referees** |
| Please give names, designations and addresses of two referees. One of these must be your present employer if you are currently working. The other must be a previous employer or tutor if you are a student. |
| **First referee** |  | **Second referee** |
| Name: |  | Name: |  |
| Job title: |  | Job title: |  |
| Address: |  | Address: |  |
| Tel no: |  | Tel no: |  |
| E-mail address: |  | E-mail address: |  |
| Relationship to you: |  | Relationship to you: |  |
| May we contact this referee now? | Yes/No  |  |  |  | May we contact this referee now? Yes/no |
|  |
| **Declaration** |
| To the best of my knowledge and belief, all information I have given in relation to this employment application is true and complete. I confirm that my application form was completed by me\*. I understand that if I have given false or misleading information, the Law Centre may end any employment contract it offers.  |
| Signature  |  | Date |  |
| \*If you have not completed this form by yourself please explain here: |

Applicant Number:

(for office use)

**Further education, qualifications, skills, knowledge and experience**

**You will be asked to provide verification of your original qualification certificates prior to taking up employment with us.**

|  |
| --- |
|  |
| **Further education – Qualifications and Awarding Centre** |
| University/college/further education centre |  Qualification |  |
|  |  |  |
|  |  |
|  |  |
|  |   |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Professional qualifications** |  | Year |
|  |  |  |
|  |  |  |
| **Membership of professional bodies** |  |  |
| Professional body | Registration no. | Expiry date |
|  |  |  |
|  |  |  |
|  |
| **Other relevant training courses attended** |
| Course | Duration | Dates |
|  |  |  |

**Any Other Information you wish to provide about your education / qualifications:**

|  |
| --- |
| **Employment history** |
| **Present / most recent employment** |
| Employer |  |
| Post |  | Date left if no longer employed |  |
| Date commenced |  |
| Present basic salary |  | Reason for leaving if no longer employed |  |
| Notice period |  |

|  |
| --- |
| **Summary of duties of present / most recent employment** |
|  |

|  |
| --- |
| **Past employment – previous 2 positions** |
| Employer | From | To | Title and principal duties of post (including reason for leaving) |
|   |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Statement in support of application** |
| Please give your reason(s) for applying for this particular post and any additional information supporting your application. This information can include relevant skills, attributes and experience.  |

,

**We need the following information in order to fulfil our legal duties as an employer. If you leave a section in this part of the application form blank, we will presume that you are answering ‘No’ to that question.**

|  |
| --- |
| **Identity and Nationality** |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  | Yes/No  |  |  |  | If we offer you a job, would you have to get a work permit before taking up employment? |  Yes/No  |  |  |
| If Yes, please provide details: |
| Note: Under the Asylum and Immigration Act 1996 all new employees must show documentary evidence that they have the right to work in the UK. If you are not a British National you should check whether there are any limits on your stay or your freedom to take or change jobs before you apply for a post. If we decide to interview you, we will ask you to bring along to the interview all relevant documentation, which will include proof of your identity and nationality.  |

|  |
| --- |
| **Criminal convictions**  |
| Have you had any criminal convictions? | Yes/ No If yes, please give details of date(s) of offence(s), nature of offence(s) and sentence(s) passed: |
| Are you at present the subject of criminal charges? | Yes/No If yes, please give details. |
| Do you hold a full current clean driving licence?  | Yes/No If no, please give details. |
| Note: If you tell us you have a criminal conviction and we believe this could have a bearing on the needs of the post, we will discuss it with you during the recruitment process. |
|  |
| **Other interests** |
| Are you involved in any other business or employment, or personal interests and activities, that may involve a conflict of interest with the position for which you are applying? | Yes/ No If yes, please give details: |
| Note: As an employee of Fife Law Centre, your working responsibility would be to the Law Centre and its administration. You should not engage in any activity that could impair your work performance, or in any private interest that might conflict with your duty. In particular, this would include any private work involved in any legal practice  |