



## APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. We may process this information for personnel administration and business management purposes. We may approach third parties including regulators (SRA, FILEX etc) to verify the information provided. By providing the information and signing this form you will be providing us with your consent to all these uses.

<b>POSITION APPLIED FOR:</b>					
<b>PERSONAL DETAILS</b>					
<b>Title (Mr/Mrs/Miss/Ms/Dr):</b>			<b>Surname:</b>		
<b>Forenames:</b>					
<b>Address:</b>					
			<b>Postcode:</b>		
<b>Daytime Tel no:</b>	<b>Work: Home:</b>		<b>Evening Tel no:</b>	<b>Work: Home:</b>	
<b>Email address:</b>					
<b>Preferred method of contact</b>					
<b>Do you hold a full clean drivers licence:</b>			<b>Yes</b> <span style="margin-left: 100px;"><b>No</b></span>		
<b>If the job requires</b>					
1. Will you relocate?  2. Travel?			YES	NO	
			YES	NO	
<b>If you are a qualified Solicitor please provide your SRA registration Number:</b>					
<b>EMPLOYMENT</b>					
<b>Please state any dates you are not available for interview:</b>					
<b>Are you currently eligible for employment in the UK:</b>			<b>Yes</b>	<b>No</b>	
			<input type="checkbox"/>	<input type="checkbox"/>	
Please list the documents you can provide to show that you are eligible to work in the UK. For example, British passport,/European Economic Area identity card/full birth certificate and P45/P60/travel document showing you are eligible to live and work in the UK.					

<b>Current Salary:</b>			<b>£ per annum</b>					
<b>Pay expected:</b>	<b>£ per year</b>	<b>Hours preferred:</b>	<b>Full time</b>	<input type="checkbox"/>	<b>Part time</b>	<input type="checkbox"/>	<b>Job share</b>	<input type="checkbox"/>
<b>Current fee income (if any)</b>		£						
<b>Current fee income Target (if any)</b>		£						
<b>Fee income for last 3 years (if any)</b>		Yr1 £	Yr2 £	Yr3 £				
<b>Fee income target for the last 3 years (if any)</b>		Yr1 £	Yr2 £	Yr3 £				
<b>(Part time and job share hours will be considered where possible) If part time/job share please state days/hours available to work:</b>								
<b>If offered this position will you continue to work in any other capacity?</b>		Yes <input type="checkbox"/>			No <input type="checkbox"/>			
<b>If yes, please give details:</b>								
<b>Have you made an application to Howells LLP or before?</b>		Yes <input type="checkbox"/>			No <input type="checkbox"/>			
<b>If yes, please give details:</b>	Yes: (please provide details)			No				
<b>Do you have any spent or unspent criminal convictions?</b>		Yes <input type="checkbox"/>			No <input type="checkbox"/>			
<b>If yes, please give details:</b>								
<b>Please state your current notice period (indicate weeks/months)</b>								
<b>Is your current notice period flexible?</b>								
<b>How/where did you learn of this vacancy? If you were referred by a friend/relative please state their name.</b>								
<b>EDUCATION</b>								
(List details of GCSEs, GNVQs, A Levels, Degrees, Professional Qualifications etc) Please note we may ask to see your original educational certificates. If obtained outside of England please state where obtained.								
Secondary School/ College/University etc.	From-To	Qualifications obtained	Subjects	Grades				

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**MEMBERSHIP OF PROFESSIONAL BODIES: If awarded outside of England please advise where awarded.**

Awarding Body	Grade of Membership	Date Attained

**EMPLOYMENT HISTORY**

**PRESENT (LAST) EMPLOYMENT DETAILS**

Name and address of employer:	
Nature of business:	
Your job title:	

<p>Brief details as to the nature of your work. Include details of responsibilities and achievements. (Continue on a separate sheet of paper if necessary).</p>	
<p>Date joined company:</p>	
<p>Date appointed to present (last) job:</p>	
<p>Salary/wage (current or on leaving):</p>	
<p>Date left and reason (if applicable):</p>	

**PREVIOUS EMPLOYMENT (most recent first) – (continue on a separate sheet of paper if necessary)**

Employer's name(s)	Your job title/duties	Type of business	From-To	Reason for leaving and salary on leaving

**PERSONAL QUALITIES, SKILLS AND ABILITIES**

Please provide here any other information that may assist your application, including why you believe yourself to be suitable for this job and why you want to work for Howells (continue on a separate sheet of paper, if necessary).

**OTHER SKILLS**

Languages spoken/written (please indicate degree of competence):

Computer literacy (specify software):

Other:

**HEALTH**

Applications from disabled candidates are welcomed and Howells will endeavour to ensure a fair selection process. Disabled candidates who meet the minimum criteria for the job will be offered an interview. Our are aware of the Equality Act 2010 and can contact them in any cases where a reasonable adjustment is needed in order to assist with the recruitment process or prior to a candidate commencing employment.

Please provide brief details of any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job/should you be offered a position:

## REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:-

1. Your manager in your current (last) job **and**
2. A similar individual from a previous employment

If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you)

<p>1. Name:</p> <p>Company:</p> <p>Position:</p> <p>Address:</p>     <p>Contact tel no:</p> <p>Email address</p>	<p>2. Name:</p> <p>Company:</p> <p>Position:</p> <p>Address:</p>     <p>Contact tel no:</p> <p>Email address</p>
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Please state whether we may approach these references at any time or only after an offer of employment has been made (tick as appropriate):

At any time:	<input type="checkbox"/>	Only after offer:	<input type="checkbox"/>	
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## PRACTICING QUESTIONS

Before being offered employment you will be asked to complete an additional set of questions in relation to professional history and compliance issues. We may also check your history with your regulator (SRA, FILEX etc).

## DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references and a probationary period of which must be deemed by Howells as satisfactory.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



PLEASE EMAIL THIS APPLICATION TO: [hr@howellsllp.com](mailto:hr@howellsllp.com)

or post to: HR Department, Howells Solicitors, 15-17 Bridge Street, Sheffield, S3 8NL

**General data Protection Regulations:**

We will only use your information for the purpose for which it was provided and will only keep for as long as is necessary which is usually no longer than 12 months.



