



Employment Application

1. Personal Details

Title	Pronouns	Surname	First Name	NI number
Address				
Phone		Email		

Are you free to remain and take up employment in the UK with no current Immigration restrictions?

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

If yes, please give details/dates of offence(s) and sentence:

Do you hold a full, clean driving licence valid in the UK?

How many hours per week would you like to work (between 21 and 35)?

2. Disability Discrimination Act

This act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend an interview?

If yes, please give details

3. Health

Successful applicants may be required to complete a medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years?

Please state number of instances of sickness absence (of 1 or more days) in the last 2 years:

4. Current Employment (if unemployed give details of most recent employer)

Name of Employer			
Address			
Position		Start date	Notice period

(if no longer employed)

Leaving date		Reason for Leaving	
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5. Professional Information

Do you hold a Practising Certificate or other professional membership (please provide details)?

Are you (or have you ever been) subject to any disciplinary action or investigation by The Law Society, the SRA, Solicitors Disciplinary Tribunal or other Regulatory Body?

If yes please provide details (on a separate page)

To the best of your knowledge, are you (or have you ever been) subject to a professional negligence claim or circumstance reported to your firm's PI insurer?

If yes please provide details (on a separate page)

6. IT Skills (please tick a box in each row)

Software	Experience			
	None	Basic	Intermediate	Advanced
Outlook				
Word				
Excel				
Clio				

7. References

Please give the names and addresses of your two most recent employers (if applicable).

If you are unable to do this, please clearly outline how you know your references under 'Relationship'. Your references will not be contacted unless your application is successful.

Name		Job Title	
Company		Email	
Relationship			

Name		Job Title	
Company		Email	
Relationship			

Please apply to info@kellyfamilylaw.co.uk attaching the following:

- A completed copy of this form
- A copy of your CV
- A cover letter (or short video - up to 2 minutes) explaining why you want to work with us and how you meet the requirements in the job description.