

**FIELD SEYMOUR PARKES**  
**APPLICATION FORM**  
PRIVATE AND CONFIDENTIAL

Application for the post of:

**PERSONAL DETAILS**

Title:

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Surname:

Forenames:

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Address:

Post Code:

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Telephone (Home):

Telephone (Work):

May we contact you at work? Yes o No o

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Are you legally permitted to work in the UK at present? If so, does your status depend upon a conditional Work Permit? If yes, please provide details:-

### **DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT**

Name of Employer:

Address of Employer:

Postcode:

Position held:

Salary:

Date of Appointment and Termination (if applicable):

Notice Period:

Reason for leaving:-

### **PREVIOUS EMPLOYMENT**

1. Name:

Address of Employer:

Postcode:

Position held:

Salary:

Dates of Employment:

From:

To:

Notice Period:

Reason for leaving:-

2. Name:

Address of employer:

Postcode:

Position held:

Salary:

Dates of Employment:

From:

To:

Notice Period:

Reason for leaving:-

3. Name:

Address of employer:

Postcode:

Position held:

Salary:

Dates of Employment:

From:

To:

Notice Period:

Reason for leaving:-

4. Name:

Address of employer:

Postcode:

Position held:

Salary:

Dates of Employment:

From:

To:

Notice Period:

Reason for leaving:-

(Please continue on a separate sheet if applicable)

**SKILLS AND EXPERIENCE RELEVANT TO YOUR APPLICATION**

Please outline the duties of your current or most recent post.

Please describe the particular qualifications, skills, experience and personal qualities that you can bring to the role for which you are applying:-

Please specify any further information that you would like us to take into account when considering your application.

(Please continue on a separate sheet if applicable)

## EDUCATION AND TRAINING

You will be asked to provide evidence of relevant qualifications that you hold and it is a condition of employment that admitted Solicitors produce a valid Practising Certificate.

School/College/ University attended	Subjects studied/ Name of Course	Qualification gained and level/grade	Dates Attended

**Referees:**

**Please provide the name and address of two referees one of whom should be your present or most recent employer.**

1. Name:

Address:

Position:

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2. Name:

Address:

Position:

Please confirm whether you are willing for us to contact these individuals without further reference to you.

**Equal Opportunity Policy**

Field Seymour Parkes is an equal opportunities employer. We recruit the best candidates for the particular position. Our decisions are not affected by gender, race, nationality, ethnic or national origin, sexual orientation, religion or belief, age or disability (except to the extent that an applicant's disability requires us to provide assistance which we are able to provide).

The Law Society requires us to monitor our applicants as a means of checking that we have a diverse workforce. Therefore, we have enclosed a Monitoring Questionnaire. Completion is, of course, optional but we would be grateful if you would complete it so that our monitoring can be as effective as possible. The Questionnaire does not form part of your application. It will be kept separately and used only to monitor the effectiveness of Field Seymour Parkes' Equal Opportunity Policy.

<b>Declaration</b>
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To the best of my knowledge and belief, the information I have given above is correct. I understand that my application may be disqualified or after my appointment, disciplinary action, up to and including dismissal, may be considered if I have given false information.

I agree that Field Seymour Parkes may hold and use the information about me, contained in this application, including any information will falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998 and the Employment Practices Data Protection Code, for the purposes of processing this application and for personnel reasons if an offer of employment is made. If, on this occasion no offer is made, I agree that Field Seymour Parkes may keep a record of my application for up to 12 months.

<b>Signed:</b>
<b>Dated:</b>

**FIELD SEYMOUR PARKES**  
**MONITORING QUESTIONNAIRE**

**Equal Opportunity Policy**

Field Seymour Parkes Solicitors is an equal opportunities employer. The firm operates a policy with the aim of ensuring that unfair discrimination does not take place in recruitment, promotion and training. The Law Society requires us to monitor applicants as a means of checking that we have a diverse workforce.

This information is confidential and does not form part of your application. Completion is optional but we would be grateful if you would complete this questionnaire and return it in the enclosed envelope to our Equal Opportunities Officer so that we can comply with the Law Society's requirements. If there are any questions which you would prefer not to answer please leave these blank and complete the remainder. The information set out in this form, will not be taken into account when considering your application.

Position applied for:

**Age**

Date of Birth: .....

**Gender**

Are you:                       Male               Female

**Marital Status**

Married/Registered (as Civil Partner)  
 Single

**Ethnic Origin**

Please tick the box below which closest identifies your ethnic origin:-

<p><b>A. White</b></p> <ul style="list-style-type: none"><li><input type="radio"/> British<ul style="list-style-type: none"><li>- English</li><li>- Scottish</li><li>- Welsh</li></ul></li><li><input type="radio"/> Irish</li><li><input type="radio"/> Any other white background</li></ul> <p>Please write in</p> <p>.....</p>	<p><b>B. Mixed</b></p> <ul style="list-style-type: none"><li><input type="radio"/> White and Black Caribbean</li><li><input type="radio"/> White and Black African</li><li><input type="radio"/> White and Asian</li><li><input type="radio"/> Any other mixed background</li></ul> <p>Please write in</p> <p>.....</p>	<p><b>C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Indian</li><li><input type="radio"/> Pakistani</li><li><input type="radio"/> Bangladeshi</li><li><input type="radio"/> Any other Asian background</li></ul> <p>Please write in</p> <p>.....</p>
<p><b>D. Black, Black British, Black English, Black Scottish or Black Welsh</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Caribbean</li><li><input type="radio"/> African</li><li><input type="radio"/> Any other Black background</li></ul> <p>Please write in</p> <p>.....</p>	<p><b>E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Chinese</li><li><input type="radio"/> Any other Asian background</li></ul> <p>Please write in</p> <p>.....</p>	

**Disability**

Do you consider yourself disabled within the meaning of the Disability Discrimination Act 1995?

- Yes
- No

If yes, please state the nature of your disabilities:

If there are any particular adjustments you would like us to make in order to make it possible for you to attend for interview, or, if successful, to take up the post, please contact our Equal Opportunities/Diversity Officer, Rachel Tozer, on 0118 9516315 or at the firm's address rather than setting your suggestions out on this questionnaire as this document will only be reviewed as part of our monitoring process. Please do so at the earliest opportunity to give us the greatest possibility of accommodating your request.

**Sexual Orientation**

Orientation:

- Heterosexual
- Homosexual
- Bisexual

**Religion or Belief**

Religion or Belief:

- Atheist
- Agnostic
- Baptist
- Baha'i
- Buddhist
- Chinese Traditionalist
- Church of England
- Greek Orthodox
- Hindu
- Jehovah's Witness
- Jewish
- Muslim
- Parsi
- Presbyterian
- Quaker
- Rastafarian
- Roman Catholic
- Church of Scientology
- Sikh
  
- Other please specify .....

**Thank you for taking the time to Complete this Monitoring Form**