howells | solicitors

Application for Employment

Position Applied For: _____

Personal details

First name: _____ Last name: _____

Title: _____ Address: _____

_____

Phone: _____ Town/City: _____

Email: _____ Post Code: _____

General Information

Please tick the appropriate box below

☐ I already have the legal right to work in the UK

☐ I will require a work permit

If you already have the legal right to work in the UK, please tick the appropriate box below for the document you can provide to show that you are eligible to work in the UK

☐ British passport

☐ Passport card

☐ Immigration status document

☐ National insurance number

☐ Other

If appointed, when would you be able to start?

_____

Are there any dates when you would NOT be available for an interview?

_____

General Information continued...

Where did you learn about the vacancy?

- ☐ Howells website
- ☐ Through another organisation or network
- ☐ Through social media (facebook/linkedin)
- ☐ Through a friend or relative
- ☐ Recruitment agency
- ☐ Other

Please state which organisation, name of friend/relative etc:

_____

Please select the appropriate option below:

- ☐ I hold a full, clean driving licence
- ☐ I do not hold a full, clean driving licence

Please provide further information if needed:

_____

Do you want to work full time or part time? Part time hours will be considered where possible.
Please tick the appropriate box below:

- ☐ Full time
- ☐ Part time

If part time, please state days/hours you would like to work:

_____

If offered this position, will you continue to work in any other capacity?
Please tick the appropriate box below:

- ☐ Yes
- ☐ No

If yes, give details:

_____

Have you made an application to Howells before?
Please tick the appropriate box below:

- ☐ Yes
- ☐ No

If yes, give details:

_____

Do you know anyone that works at Howells?
Please tick the appropriate box below:

☐ Yes

☐ No

If yes, please confirm their name and how you know them?

_____

Please state your current notice period (indicate weeks/months):

_____

Is your current notice period flexible?
Please tick the appropriate box below:

☐ Yes

☐ No

Current Salary: _____

Expected Salary: _____

Fee earners only

Current fee income (if any): _____

Fee income for the last year (if any): _____

Fee income for two years ago (if any): _____

Fee income for three years ago (if any): _____

Current fee income target (if any): _____

Fee income target for the last year (if any): _____

Fee income target for two years ago (if any): _____

Fee income target for three years ago (if any): _____

Employment History

Please list your current/last/previous appointments as detailed below. Please continue on a separate sheet if necessary.

Current/Last Employment

From: _____ To: _____

Salary (current or on leaving and reason for leaving if left

Name and address of employer:

Employment History Continued...

Job description and brief description of your responsibilities:

Past Employment:

From: _____ To: _____ Salary and reason for leaving if left

Name and address of employer:

Job description and brief description of your responsibilities:

From: _____ To: _____ Salary and reason for leaving if left

Name and address of employer:

Job description and brief description of your responsibilities:

From: _____ To: _____ Salary and reason for leaving if left

Name and address of employer:

Job description and brief description of your responsibilities:

Education and Training

Please list below educational, professional and any other qualifications gained, with the standard achieved where relevant. If selected for interview, you may be asked to bring evidence of your qualifications.

Name of institution/provider

Details of course attended

Qualification gained (if any)

From: _____ To: _____

Please list below all exams and modules taken during this period and the results.

Exam / module — Results

Name of institution/provider

Details of course attended

Qualification gained (if any)

From: _____ To: _____

Please list below all exams and modules taken during this period and the results.

Exam / module — Results

Name of institution/provider

Details of course attended

Qualification gained (if any)

From: _____ To: _____

Please list below all exams and modules taken during this period and the results.

Results

Statement in support of your application

Please use this section to explain why you believe yourself suitable for this job and why you want to work for Howells. Include any IT skills and the level at which you are proficient. *Continue on a separate sheet if necessary.*

Other skills

Languages spoken/written (please indicate degree of competence)

Computer literacy (specifically software)

Other

References

Please provide the name and address of two professional referees. The first should be your current or most recent employer or course tutor if you are a student. The other should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out the job you have applied for. The referees must not be related to you.

1. Current or most recent employer

Name: _____

Position: _____

Phone: _____

Email: _____

Relationship: _____

Address:

When may we contact this referee?

☐ After shortlisting

☐ After job offer

2.

Name: _____

Position: _____

Phone: _____

Email: _____

Relationship: _____

Address:

When may we contact this referee?

☐ After shortlisting

☐ After job offer

Disability information

It is the policy of Howells to give disabled people an equal opportunity to obtain employment. Howells will endeavour to ensure a fair selection process.

If you have a disability and require an adjustment or adjustments to the recruitment process or the workplace or working arrangements to enable you to fulfil the job duties, please provide brief details of any adjustments which you feel should be made to the recruitment process to assist your application for the job/should you be offered a position or alternatively please contact our HR department to discuss.

Adjustments required:

Data protection

The information provided in this application form 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, CILEX 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.

Howells will only keep your information for as long as is necessary which is usually no longer than 12 months.

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: _____

Date: _____

Please email this application to hr@howells.law
Or post to: HR Department, Howells Solicitors, 15-17 Bridge Street, Sheffield, S3 8NL

Further supporting information

Please use this page for any additional information to support your application if required.