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| Applications for Employment ULFIRM LONDON |

Thanks for your interest in working for Universal Law Firm London. Here are some guidelines to help you fill in the Application Form.

**EQUAL OPPORTUNITIES MONITORING FORM**

 For office use only

**CONFIDENTIAL INFORMATION** App No

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the Shortlisting/Interview Panel. It will be stored securely by the Human Resources Section who will use the information to improve equality in recruitment and overall service delivery.

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| Please complete this form in full BLOCK CAPITALSPosition Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Surname/family name      Forenames/first names      Preferred title (please mark with a cross)MR [ ]  MRS [ ]  MS [ ]  MISS [ ]  Other (please specify)      Your date of birth       (day)       (month)       (year) |

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| Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross) |
| Mixed/Dual Heritage: | White and Black Caribbean [ ]  White and Asian [ ] White and Black African [ ] Any other mixed background[ ]  Please specify       |
| Asian orAsian British: | Indian [ ]  Pakistani [ ] Philippines [ ] Any other Asian background[ ]  Please specify       |
| Do you consider yourself to be disabled? YES [ ]  NO [ ]  (Please mark with a cross) |
| How did you find out about this job? (Please mark one of the following with a cross) |
| [ ]  Job Shop Circular[ ]  Job Centre[ ]  National Publication | [ ]  Local Publication[ ]  Internet[ ]  Other – (Please specify)       |
| Signed       | Date       |

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| **PERSONAL DETAILS: (**BLOCK CAPITALS PLEASE) |
| Surname/Family Name:       Forename:      If relevant, please state otherSurname/family name used previously:        |
| Address:                Post Code:      | Daytime contact telephone numbers: Work:      Home:      E-mail Address:       |

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| **EMPLOYMENT** - Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week).  |
| Post Title:      Place of work:      Address:                Post Code:       | Salary Details:Salary per annum:      Scale point:      And if applicable:Management allowance:      Upper pay spine point:      Leadership group:       |
| Main duties/responsibilitiesDate appointed:       Date left (if applicable):       |
| If appointed, please give the date on which you could commence employment:      |

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| **EMPLOYMENT HISTORY** - Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (eg unemployment, voluntary work, raising a family, part time work). |

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| From month/year | To month/year | Place of work/employer(if applicable) | Reason forLeaving | Scale allowance/salary | Title/responsibility |
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| **EDUCATION/QUALIFICATIONS – HIGHER EDUCATION** |
| Place of study | Dates | Main subjects | Subsidiary subjects | Qualifications gained:Degree, Cert, Diploma etc. (including classification) |
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| **SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS**School/College attended: |
| Subjects taken | Examinations passed | Grades | Dates |
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| **Other relevant courses attended in the last 5 years** |
| Course details | Dates | Course Details cont.  | Dates |
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**ADDITIONAL INFORMATION**

(Please mark your choice with a cross)

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| If the post you are applying for is full-time would you like to Job Share it? YES [ ]  NO [ ]  |
| **RELATIONSHIP:** Are you related to any councillor, Senior Officer (including Head or Deputy Officers in ULFIRM or member of the Governing Body relevant to this appointment?If YES, give name:       Relationship:       |
| The post you are applying for is subject to an order under Section 4(4) of the Rehabilitaion of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are ‘spent’ under the provisions of the Act.If you are to be recommended for the post you will be subject to a Criminal Records Bureau check.This will be an **enhanced** disclosure.You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.**I have read the above statement, and I have no convictions to declare** **[ ]** (please mark with a cross) **I have convictions to declare** **[ ]** If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked “private and confidential”. This should be sent by post to The Human Resources Section shown in the vacancy details screen for the post for which you are applying. |
| Have you ever been dismissed for gross misconduct, or on grounds of capability from employment with ULFIRM or any other employer? YES [ ]  NO [ ] If ‘YES’ state from where and when.       |
| Other than any details given on Page 1 are you in receipt of any income or pension from ULFIRM, including any payments received via agency work?YES [ ] NO [ ]  |
| **REFERENCES** - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. |
| **REFEREE (1)****(Present or most recent employer)** | **REFEREE (2)****\*Employment/Personal Capacity (\*delete)** |
| Name      Job Title       | Name      Job Title (if relevant)       |
| Address       | Address       |
| Tel No:      Fax No:       | Tel No:      Fax No:       |
| **References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why. ULFIRM reserve the right to contact any previous employer.**       |
| By signing this form you authorise us to check any information you have given with third parties (eg previous employers) and you authorise them to disclose your personal information to us. |
| **DECLARATION** **The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.** |
| Signature:  | Date:  |