

Maxwell Hodge Solicitors Application for Employment

The contents of this form will be treated as private and confidential.

Position applying for:	
PERSONAL DETAILS	
Surname	Forenames
Dr/Mr/Mrs/Ms/Miss (delete as appropriate)	Address
Post Code	Telephone number
Email	
Do you have a current clean driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have your own car? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If there any endorsements on your driving licence, please provide details below:	

EDUCATION AND QUALIFICATIONS	
School/College/University or Accreditation Body	Qualifications Gained

EMPLOYMENT HISTORY
(Details of Current/Last Employer First)

Length of Employment	Name & Address of Employer	Job Title	Duties	Reason(s) for Leaving
Notice period required with current Employer:				

General Comments	Leisure and Interests
If you wish, you can use this section to detail why you think you are the right person for the role, including details of your qualities, strengths and main achievements.	Similarly, you can use this section to provide any information relating to your interests outside of work – this may relate to voluntary work or hobbies.

References: Please provide details of your references, the first being your current/last employer and the second being somebody, who is not related to you, who can provide a character/personal reference.

Reference 1 Current/Last Employer	Reference 2 Character/Personal
Name of Referee: Address: Email Address: Occupation:	Name of Referee: Address: Email Address: How long have you known this person: In what capacity do you know this person:

SUPPLEMENTARY INFORMATION	
1. Have you ever been convicted of a criminal offence?	Yes / No – <i>please delete</i> If so, please provide details here:
2. If invited to attend an interview, are any reasonable adjustments or access requirements required?	Yes / No – <i>please delete</i> If so, please state your requirements:
3. How many periods of absence have you had in the last 12 months?	Please provide approx figure:
4. Are you currently receiving medical treatment or have health problems that you would like us to be aware of?	Yes / No – <i>please delete</i> If so, please provide as much information here as you like:
5. Do you have any upcoming holiday commitments?	Please provide the dates:
6. If you deal with property transactions, please provide details of your CQS training.	CQS Training undertaken to date:
7. Are you a member of any organisations?	Yes / No – <i>please delete</i> If so, please state which organisations:

APPLICANT DECLARATION

Please carefully read through the Application Form, as by signing this Declaration, you confirm that the information supplied above is complete and accurate.

Please also note the following:

1. Any Offer of Employment may be withdrawn, if you knowingly withhold information, or provide false or misleading information.
2. Similarly, Employment may be terminated, should any subsequent information be brought to our attention following appointment to the position that you hereby apply for.
3. By signing this Declaration, you also authorise Maxwell Hodge to contact the Referees as supplied above. However, please note that Referees will only be contacted following a Formal Offer of Employment.

Signed:	Dated:
Print Name:	

Email your completed form to Sarah Boynton at: sarahboynton@maxweb.co.uk