

EMPLOYMENT APPLICATION PACK

nelsons
www.nelsonslaw.co.uk

RECRUITMENT

Thank you for your interest in a role with Nelsons. You will find in your application pack this Application Form and Equal Opportunities Monitoring Form, a copy of the Job Advert and a copy Person Specification and Job Description. Please complete all sheets and forward with a covering letter to: -

Human Resources

Nelsons Solicitors, Pennine House, 8 Stanford Street, Nottingham, NG1 7BQ

The Equal Opportunities Monitoring Form is used purely to enable us to monitor the impact of our Equal Opportunities Policy, which aims to ensure that all job applicants and employees are treated fairly irrespective of gender, race, colour, ethnic or national origins, age, disability, socio-economic background, religious or political beliefs and affiliations, marital status, family responsibilities, sexual orientation or other inappropriate distinctions. Your completed form will be treated in the strictest confidence. It will be detached from your application form and filed separately to your application form. At the end of the recruitment process, your details will be retained by the HR team where they will be kept for 6 months.

There may be occasions when alternative roles arise which may be suitable to your skills and experience. Please indicate whether you are happy for your application to be considered for other roles. YES NO

FIRM INFORMATION

One of the largest law firms in the East Midlands, Nelsons offers one-stop solutions to the legal needs of businesses and individuals.

Originally founded in Nottingham in the early 1980s, we have also become a major force in Leicester and Derby through dynamic growth and mergers and acquisitions. We have built dedicated, specialist teams with over 130 lawyers meeting the wide ranging needs of businesses and individuals throughout the East Midlands and beyond.

We are a regional heavyweight, currently the Midlands' highest ranked firm in the Lawyer Magazine's UK's Rising 50 survey, with widespread recognition for our expertise in Legal 500 and Chambers; the leading independently researched legal directories.

As a forward thinking firm, with a strong commitment to innovation and service, we link our expertise to fast response times, clear communication, and frank explanations of costs.

No-one does it better

The firm operates through a Departmental Structure comprised of:-

- * **Family;**
- * **Personal Injury** – including Clinical Negligence and Uninsured Loss Recovery;
- * **Dispute Resolution** – including Debt Recovery;
- * **Private Client** – including Probate, Residential Conveyancing and Financial Services;
- * **Corporate Services** – including Commerce & Technology
- * **Real Estate** – Construction & Engineering
- * **Employment**

Further information on the firm can be found at www.nelsonslaw.co.uk.

If you have any queries when completing this application pack, please contact the HR team on 0115 9895374 or email careers@nelsonslaw.co.uk

Thank you for your interest in Nelsons

EMPLOYMENT APPLICATION PACK

PERSONAL INFORMATION

Application for role of:

Please state dates and job title if you have previously worked for Nelsons, or previously applied for roles with the firm:

Where did you hear about this vacancy?

Surname:

Forenames:

Address:

Home Telephone:

Work Telephone:

Ext

Mobile Number:

E-mail:

Postcode:

Are you legally eligible for employment in the UK? YES NO

What absences from work through sickness have you had in the last 2 years?

Total days absent: _____ Number of occasions: _____

Do you have any physical or psychological condition in respect of which you have sought medical advice during the past five years? YES NO

If yes, what adjustments would we need to make to accommodate you?

Do you hold a current driving Licence? YES NO

Is it clean? YES NO

If no, give details:

EDUCATION & TRAINING

School	Dates		Qualification/ Courses Attended	Grade
	From	To		
College / University				
Other Training				

PROFESSIONAL MEMBERSHIPS AND QUALIFICATIONS

Organisation	Membership Status	Since

EMPLOYMENT HISTORY

PLEASE GIVE DETAILS OF ALL POSITIONS HELD FROM LEAVING SCHOOL

Present or Most Recent Employer's name:

Address:

Salary / Wage per Year:

Other Benefits:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Notice period:

Reason for Leaving:

Briefly describe your role:

EMPLOYMENT HISTORY CON'D

Previous Employer's Name:

Address:

Salary / Wage per Year:

Other Benefits:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Reason for Leaving:

Briefly describe your role:

EMPLOYMENT HISTORY CON'D

Previous Employer's Name:

Address:

Salary / Wage per Year:

Other Benefits:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Reason for Leaving:

Briefly describe your role:

EMPLOYMENT HISTORY CON'D

Previous Employer's Name:

Address:

Salary / Wage per Year:

Other Benefits:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Reason for Leaving:

Briefly describe your role:

EMPLOYMENT HISTORY CON'D

Have you ever been dismissed from any employment? Yes No

If yes please give details:

HOBBIES & INTERESTS

OTHER INFORMATION

Describe the skills, experience and knowledge you can bring to this role, along with any other information to support your application (you may attach extra sheets if you wish):

CRIMINAL CONVICTIONS DECLARATION - TO BE COMPLETED BY ALL APPLICANTS

Please declare any criminal convictions against you, excluding any convictions which are "spent" under the Rehabilitation of Offenders Act 1974.

(If appropriate, please state NONE TO DECLARE)

CRIMINAL CONVICTIONS DECLARATION – TO BE COMPLETED BY SOLICITORS OR FILEX STATUS ONLY

Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of offenders Act 1974 (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the firm.

Have you ever been convicted of any offence in any court of the UK, or elsewhere

YES NO

If “yes”, please give details (this will not necessarily bar you from appointment, this will depend on the nature of the position and the circumstances and background of your offences)

Nature of Offence(s):

Date of Conviction(s):

Penalty:

Have you ever been subject to any disciplinary procedures under the Law Society e.g. Solicitors’ Disciplinary Tribunal, investigation by the OSS etc?

YES NO If “yes” please give details:

REFEREES

(One must be your present or most recent employer. References will only be taken up at offer stage.)

Name:

Name:

Address:

Address:

Position held by Referee:

Position held by Referee:

Organisation:

Organisation:

Telephone:

Telephone:

DECLARATION

I am aware that any information I have supplied in relation to my physical or mental health is regarded as "sensitive personal data" under the Data Protection Act 1998. By signing this declaration I have given Nelsons my explicit consent to the processing of sensitive personal data. I understand that any sensitive personal data I have supplied is necessary for the consideration of my job application and that it will not be retained for any longer than necessary.

I confirm that the details given by me in this application are accurate. I understand that any false statement or failure to disclose information, where required to do so will if engaged, render me liable to disciplinary action which may include dismissal.

Please sign to declare that this application is true _____

Print Name _____

Date _____

EQUAL OPPORTUNITIES MONITORING FORM

Nelsons are committed to providing equal opportunities in employment.

Completion of this section is voluntary. Any information supplied by you will be treated in the strictest confidence and will be used purely to enable us to monitor the working of our Equal Opportunities Policy which aims to ensure that all job applicants and employees are treated fairly irrespective of sex, age, marital status and ethnic origin.

This form is detached by the HR team from your application prior to shortlisting.

I AM: Male Female

DATE OF BIRTH: _____ / _____ /19_____

MARITAL STATUS: Single Married Separated Divorced Widowed

ORIGIN: Asian Black Oriental White
Indian African Chinese British
Pakistani Caribbean Japanese Irish
Other Asian Other Other Other

MIXED RACE PLEASE STATE: _____

IF ORIGIN IS OTHER, PLEASE STATE: _____

NATIONALITY: _____

The Disability Discrimination Act 1995 says that someone is a disabled person if they have a 'physical or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day to day activities'.

Are you a disabled person? YES NO

What is the nature of your disability? _____

Do you need any special arrangements to be made to enable you to attend an interview or perform your duties? YES NO

If so, please provide details: _____

I am aware that any information I may have supplied in relation to my racial/ethnic origin and my physical or mental health are regarded as "sensitive personal data" under the Data Protection Act 1998. By signing this Declaration I have given Nelsons my explicit consent to the processing of sensitive personal information about me. I understand that the information I have provided to Nelsons is necessary for and will be used in connection with this job application and my future employment with the firm (if any) or for equal opportunities monitoring (as appropriate) and that it will not be retained for any longer than necessary.

Application for the post of: _____ Full Name: _____

Signed: _____ Date: _____

THANK YOU FOR YOUR INTEREST IN NELSONS