

EMPLOYMENT APPLICATION PACK

nelsons
www.nelsonslaw.co.uk

Recruitment Information

Thank you for your interest in a role with Nelsons.

Please complete all parts of the application and return with your covering letter to: -

Human Resources
Nelsons Solicitors Limited
Pennine House
8 Stanford Street
Nottingham
NG1 7BQ

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 regional 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 meeting the wide ranging needs of businesses and individuals throughout the East Midlands and beyond.

We are a regional heavyweight 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 and Financial Services;
- * **Corporate Services** – including Commerce & Technology
- * **Real Estate** – Construction & Engineering, Commercial Property and Residential Conveyancing
- * **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

Personal Information

Position applied for:

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

Where did you hear about this vacancy?

Surname:

Forename(s):

Address:

Home Telephone:

Work Telephone:

Ext

Mobile Number:

Postcode:

E-mail:

Are you legally eligible for employment in the UK?

Yes

No

Do you hold a current driving licence?

Yes

No

Is it clean?

Yes

No

If no, please give details:

Education & Training

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

Professional Memberships & Qualifications

Organisation	Membership Status	Dates of Membership

Employment History

Please give details of all positions held since leaving school and all gaps in employment need to be justified

Present or Most Recent Employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Notice period:

Reason for Leaving:

Outline of Responsibilities and Duties:

Employment History Continued

Previous Employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Notice period:

Reason for Leaving:

Outline of Responsibilities and Duties:

Employment History Continued

Previous Employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from:

to:

Notice period:

Reason for Leaving:

Outline of Responsibilities and Duties:

Employment History Continued

Previous Employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

No. of People Responsible for:

Postcode:

Job Title:

Tel No:

Date of Appointment from: to:

Notice period:

Reason for Leaving:

Outline of Responsibilities and Duties:

Supplementary 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):

Supplementary Information

Have you ever been dismissed from any employment?

Yes No

If yes, please give details:

Hobbies & Interests

References

Must be last two consecutive employers or professional body, e.g. university

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Address:

Address:

E-mail:

E-mail:

Telephone:

Telephone:

Tick box to provide consent for references to be obtained in the event that a job offer is made

Criminal Convictions – 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 – to be completed by Solicitors and 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 Solicitors Regulation Authority e.g. Solicitors’ Disciplinary Tribunal, investigation by the OSS etc?

Yes No

If yes, please give details:

Disabilities

Do you require any special arrangements to be made for your interview on account of a disability?

Yes No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

Data Protection Act 1998

Information held about all individuals is covered by the Data Protection Act 1998.

Nelsons Solicitors Limited is registered under the Data Protection Act 1998 and is committed to fulfilling its obligations under this Act. Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998.

If you are unsuccessful in the recruitment process your application and any other information obtained as part of the recruitment process will be kept securely on file by the HR department for 6 months unless you specifically request that it be removed.

Declaration

I hereby give my consent to Nelsons Solicitors Limited processing the data supplied in this application form for the purpose of recruitment and selection.

I understand that any 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 Solicitors Limited will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

All information will be treated in confidence and will not be seen by anyone directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Gender:	Male <input type="checkbox"/>		Female <input type="checkbox"/>		
Age:					
Marital Status:	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Widowed <input type="checkbox"/>
Do you have a disability?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Ethnic origin: (Relates to a sense of identity/belonging on the basis of race/culture).					
I would describe myself as (choose ONE section and then tick the appropriate box to indicate your cultural background):					
White:		Mixed:		Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
English	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Welsh	<input type="checkbox"/>				
Irish	<input type="checkbox"/>				
Other, please specify:		Other, please specify:		Other, please specify:	
Black, Black British, Black English, Black Scottish, or Black Welsh:		Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:			
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
African	<input type="checkbox"/>				
Other, please specify:		Other, please specify:			
Information from this application may be processed for purposes registered by the Nelsons Solicitors Limited under the data protection Act 1998.					
I hereby give my consent to Nelsons Solicitors Limited processing the data supplied in this form for the purpose of recruitment and selection.					
Applicant's signature:				Date:	

