

## **APPLICATION FORM**

*When completing this form please type.*

### **APPLICATION FOR THE POST OF: PARALEGAL/ADMINISTRATIVE ASSISTANT**

#### **PERSONAL DETAILS**

Mr/Ms

Surname:

First Name:

Address:

Tel No (daytime):

Tel No (evening):

Mobile:

Email:

Do you have a disability? (Please specify if yes)

*Please mention any reasonable adjustments which we could provide to assist you in applying for this job or doing this job.*

Where did you see our advert/how did you find out about this position?

Please state how much notice you are required to give your current employer or when you would be able start employment:

**1. REFERENCES**

Please give TWO referees, one of whom should be your present or most recent employer.

Name:  
Address:

Name:  
Address:

Tel No:  
Email Address:  
Status/Relationship

Tel No:  
Email address:  
Status/Relationship

**2. PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

Please list your educational and professional qualifications. You may use a continuation sheet if necessary.

Please start with the most recent qualifications.

Date	Examination/Subject	Grade	School/College

**3. WORK HISTORY**

<b>Employer</b>	<b>Dates</b>	<b>Description of post</b>	<b>Reason for leaving</b>

**4. RELEVANT SKILLS AND EXPERIENCE AND REASONS FOR APPLYING FOR THE POST**

Please use this part of the application form to tell us about any experience and/or paid or unpaid work, which you consider to be relevant to the post you have applied for.

Please also tell us about your reasons for applying for this post and include what attracts you to working for Hopkin Murray Beskine.

Please use headings and bullet points to enable us to assess your application easily.

**5. SICKNESS ABSENCE**

Number of days off in the last 12 months due to sickness or leave other than paid holiday:

Number of continuous periods of sickness absence in the last 12 months:

**6. CURRENT SALARY**

Please provide details of your current salary, including any bonus schemes, if applicable:

**7. CRIMINAL CONVICTIONS**

Do you have any criminal convictions? Yes/No

If yes, please provide details:

**8. DECLARATION OF APPLICANT**

***Please note that Hopkin Murray Beskine will usually terminate employment where it later transpires that a candidate has knowingly provided incorrect or false information when applying for employment.***

***To the best of my knowledge, the information contained in this application is correct. I understand that if it is subsequently discovered that any statement is false or misleading, any offer of employment may be withdrawn or I may be dismissed from my employment. I explicitly consent to your holding, processing and transferring the data contained on this document, both electronically and in hard copy, for administration and monitoring purposes and to comply with the law (including the compiling and disclosing of statistics).***

**Name:**

**Date:**