

JUST COSTS

SOLICITORS

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:

PERSONAL DETAILS

Title:

Surname:

Forenames:

Address:

..... Postcode:

Telephone Number: Mobile Number:

Do you own a car? YES/NO

Do you have a current driving licence? YES/NO

National Insurance Number:

If you consider yourself to be disabled within the meaning of the Disability Discrimination Act you may wish to provide details here and to indicate any reasonable adjustment that you feel may be necessary to enable you to undertake the duties of this post:

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Would you like to work;

Full Time? YES/NO

Part Time? YES/NO

State days/hours:

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On what date would you be available for work?

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Do you have any holiday commitments?

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Pay expected:

per:

.....

What qualities do you have which most suit you to the job that you are applying for?

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Summarise any job skills acquired and any specialist training received:

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Do you have any part time jobs, which you intend to continue? YES/NO.

If yes, please give details:

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How did you hear about this position?

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What are your main interests, sports and hobbies?

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REFERENCES

Please note that we reserve the right to take up references for any education/employment over the past five years and it is important that full address details are provided in the following sections.

EDUCATION

Please give details of secondary or further education received and qualifications obtained

Full name and address of establishment attended	Specific Course Attended	From	To	Qualifications Obtained & Awarding Body

TRAINING

Please provide details of any training courses you have undertaken with details of the qualifications obtained

Full name and address of establishment attended	Specific Course Attended	From	To	Qualifications Obtained & Awarding Body

CURRENT EMPLOYMENT

Employer's Full Name and Address, including Post Code	From	To	Position Held & Brief Summary of Duties	Salary at Present/Leaving

PREVIOUS EMPLOYMENT

Employer's Full Name and Address, including Post Code	From	To	Position Held & Brief Summary of Duties	Reason for Leaving & Salary

EXPERIENCE / SUPPORTING INFORMATION

Please provide details of any previous experience paid or unpaid, which you consider will enable you to meet the requirements of this post. Include any information, which you think will help your application.

Please give details of your absence from work over the last 12 months:

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Have you ever been convicted, cautioned or bound over in connection with a Criminal Offence? YES/NO

If yes, please provide details:

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DECLARATION

The facts set forth in this application for employment are, to the best of my knowledge, true and complete. I understand that any false information given may lead to my application being refused, the offer of employment being withdrawn, or my dismissal should I have entered the Company's service.

Signed Date

Please return by either of the following Methods:

- Save this document and Email to: recruitment@justcosts.com
- Print out this document and send by post to:

Robert Morris,
Just Costs Ltd,
Trident One,
Styal Road,
Manchester,
M22 5XB.

- Fax this document to [0161 435 6172](tel:01614356172).

Please call **0161 435 6069** for any more details.