

WRIGLEY CLAYDON

Application For Employment

Location : _____

PERSONAL.

Surname:.....Address.....

Forename(s).....
.....

Title:.....
.....

Date of Birth:..... Post code:.....

Age : Home Tel:

Nationality: Bus. Tel:

Ethnic Origin : Mobile Tel:

Marital Status:

Number of Children :

Next of Kin:.....Address.....

Relationship:.....
.....

EDUCATION

Schools/Colleges and other
Educational establishments
Attended (with

Qualifications obtained
(with dates)including, Degrees,
Diplomas, Professional and
Vocational certificates and
Languages.

Have you worked for Wrigley Claydon before ? YES/ NO
If yes, please give details of location, duration and position.

.....
Have you ever been convicted of a criminal offence? YES/ NO

Are any criminal proceedings against you pending? YES/NO

If yes, please give details:.....
.....

*** FOR SOLICITORS ONLY**

* Have you ever been the subject of a complaint to or an Investigation by The Law Society Solicitors Disciplinary Tribunal, Office for Supervision of Solicitors, or similar body ? YES/NO

If yes , please give details:

.....

* Have you ever had a negligence claim which involved you? YES/NO

If Yes please give details:

.....

* Please provide details of your CPD points todate:

.....

Are you registered disabled? YES/NO

Do you smoke ? YES/NO

Are you taking any prescribed drugs ? YES/NO

Have you suffered any health problems which may affect Your work? YES/NO

Number of days absence due to sickness during the last12 months?

What illness, serious accident or operation have you had In the last 5 years ?

.....

Do you hold a full, clean, current driving license?

YES/NO

If no, please give details of any endorsements:

Do you possess word processing / keyboard skills ?

YES/NO

What is your typing speed?

Wpm

Have you any experience in using business software?
If so which ?

YES/NO

.....

.....

SUPPLEMENTARY INFORMATION

You may use this section to tell us why you want this job and how your previous experience will help you:

REFERENCES

(at least one should be your current or last employer)

1.Name:..... Address:

.....

Tel:.....

2.Name: Address:

.....

Tel:.....

If written references are available please attach them to this application.

Declaration:

I confirm that the above information is correct and understand that false statements may disqualify me from employment or render me liable to summary dismissal.

When completed please return this form to The Practice Manager, Wrigley Claydon Solicitors, 29/33 Union Street, Oldham . OL1 1HH .

Signed:

Date:.....