



Thorntons Law LLP Application Form for Employment

Surname and Initial(s)

Position applied for (as advertised)

Return completed form on line, or send to the following address, by the closing date:

**HR Department
Thorntons Law LLP
Whitehall House
33 Yeaman Shore
Dundee
DD1 4BJ**

If you require an Application Form in large print, please telephone HR on 01382 229111.

Applicant reference (For office use):

PART 1 Employment Details and Experience.

Current (or Most Recent) Employer		
Name of Employer Type of Business	Job Title Please give a brief outline of main duties and responsibilities	Dates employed and Reason for Leaving
Current Salary	£	
What is your current notice period and when would you be able to commence employment?		

Work History (Please list relevant experience - most recent first)		
Name of Employer	Job Title Please give a brief outline of main duties and responsibilities	Dates employed and Reason for Leaving

Continue on additional sheet if necessary.

Relevant Qualifications

Place of Education	Qualification/s Obtained	Date Obtained

Membership of professional body/bodies

Name of professional body	Level of membership	Date admitted

Relevant Training

Training Provider	Course Attended	Date Attended

Secondary Employment

Please provide details below of any employment, consultancy, Directorship or any interests you have in addition to those disclosed.

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Additional Information

Please use the space below to outline relevant knowledge, skills and attributes you could bring to the post.

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Continue on additional sheet as necessary

Strictly Confidential
For administration by HR only

PART 2 Personal Data

Personal Details			
Surname		First Name(s)	
Address			
	Postcode		
Please indicate your preferred method of communication with an 'X'.	Home Telephone Number		
	Mobile Telephone Number		
	Work Telephone Number (optional)		
	Email Address		
Have you ever applied to or been employed by Thorntons? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details.			
Have you at any time been convicted of a criminal offence or is any prosecution pending (excluding minor driving convictions) by a civil or criminal court? Yes <input type="checkbox"/> No <input type="checkbox"/> Please note that you are not asked to disclose any spent convictions, unless the job you are applying for is exempt from the Rehabilitation of Offenders Act 1974. In accordance with the Exclusions and Exceptions (Scotland) Order 2003, exemptions from the right not to declare spent convictions apply to Advocates and Solicitors, Senior Managers in banking and financial services or trustees of unit trusts and posts regulated by the Financial Services Authority, Actuaries, Precognition Officers and Courts Clerks and Assistants.			
Are you a UK citizen or holder of a work permit for UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If no please give details of your work permit status.			
Where did you hear or read about this vacancy? Job Centre <input type="checkbox"/> Employment Agency <input type="checkbox"/> Press <input type="checkbox"/> Thorntons Website <input type="checkbox"/> Social Media <input type="checkbox"/> Other <input type="checkbox"/>			
Are you applying for this job under Thorntons Guaranteed Job Interview Scheme? (If you consider that you have a disability and you meet the essential skills and attributes required for the post, you will be guaranteed an interview). Yes <input type="checkbox"/> No <input type="checkbox"/> Would you require any reasonable adjustments at interview? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details.			

Please complete the next two questions if a driving licence is a requirement for the post for which you are applying. Requirements can be found on the job description or advert.

Do you hold a current full British Driving Licence?

Yes No

For insurance purposes, have you in the past 5 years been convicted of any offence in connection with a motor vehicle or is any such prosecution pending?

Yes No

If yes please give details.

References:

Please give the name and contact details of two referees. One must be from your current or last employer. Our normal procedure is to take up references at the time an offer is being considered and any offer of employment would be subject to satisfactory references.

Referee 1

May we contact prior to interview: Yes No

Name

Company/Organisation

Job Title

Address

Telephone

Email

Relationship to referee:

Referee 2

May we contact prior to interview: Yes No

Name

Company/Organisation

Job Title

Address

Telephone

Email

Relationship to referee:

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data held about them.

I hereby give my consent to Thorntons processing the data supplied in this application form for the purpose of recruitment, selection and equal opportunities monitoring.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signature: _____ Date: _____

Note: Any false, incomplete or misleading statements may lead to dismissal.

Diversity Monitoring

It is Thorntons' aim to promote diversity, inclusion and equality of opportunity in employment. We would like you to complete the form as the information is very important to us in monitoring the effectiveness of our Diversity Policy.

We appreciate the data is sensitive but your personal data will be treated in the strictest confidence and will not be seen by those directly responsible in the selection and assessment process. This information is used for statistical monitoring purposes only.

Ethnicity / Race

- | | |
|---|---|
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Black African |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Other Black background |
| <input type="checkbox"/> Asian or Asian British – Chinese | <input type="checkbox"/> White – British |
| <input type="checkbox"/> Asian or Asian British - Other | <input type="checkbox"/> White – Irish |
| <input type="checkbox"/> Mixed – White & Asian | <input type="checkbox"/> White – Other. |
| <input type="checkbox"/> Mixed – White & Black African or Caribbean | <input type="checkbox"/> Any other ethnic group |
| <input type="checkbox"/> Mixed – Other | <input type="checkbox"/> Prefer not to say |

Religion

- | | |
|---|--|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Christian | <input type="checkbox"/> None |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Other |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Muslim/Islamic | |

Sex

- Male
 Female

Do you consider yourself to be disabled under the definitions of the Equality Act 2012?

Yes No Prefer not to say

Age

- 16 – 24
 25 - 34
 35 - 44
 45 – 54
 55 – 64
 65 and over

Sexual Orientation

- Bisexual
 Gay/Lesbian
 Heterosexual/Straight
 Prefer not to say