

**APPLICATION FOR EMPLOYMENT**

**STRICTLY CONFIDENTIAL – please ensure all parts of this form are completed in BLOCK CAPITALS.**

**Position Applied For:**

As an Equal Opportunities Employer, we welcome applications from all with the right skills, qualifications and experience. All applicants will be treated in the same way whether they are external, internal or agency candidates. Internal candidates should advise their manager that they have applied for another position.

*Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the Job Description.*

**Please ensure your form is signed and dated before returning. Form without a signature sent in via e-mail will be deemed as signed.**

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| ***PERSONAL INFORMATION*** | | | | | | | | | |
| **Title:** Mr/Mrs/Ms/Miss  Please state if Other: | |  | | | | | **Address:** |  | |
| **First Name(s):** |  | **Surname:** | |  | | |
| **Preferred Name (**as you would like all systems at Conveyancing Direct to reflect**):** | | | |  | | | | | |
| **Have you ever been known by any other names? YES/NO** | |  | | **If Yes, please provide details:** | | | |  | |
| **Contact Details:** | | **Telephone Home:** | | | | **Mobile:** | | | **E-mail address:** |
|  | | | |  | | |  |
| **If invited for an interview, please let us know if you will require special access facilities, etc. and please give details:** | | | | |  | | | | |
| **EDUCATION, VOCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS, CPD, ADDITIONAL TRAINING AND DEVELOPMENT AND EMPLOYMENT HISTORY** | | | | | | | | | |
| **Please submit a copy of your current CV with all the above information with this application form.**  ***PLEASE NOTE: EVIDENCE OF LICENCES/CERTIFICATES/QUALIFICATIONS WILL BE REQUIRED AT INTERVIEW STAGE.*** | | | | | | | | | |
| **OTHER SKILLS** | | | | | | | | | | |
| **Languages spoken/written** (please indicate degree of competence). | | | |  | | | | | | |
| **Computer literacy** (please specify software and level of competence). | | | |  | | | | | | |

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| **IN SUPPORT OF YOUR APPLICATION** – please provide any other information you feel would be relevant for the position advertised. Please use a separate sheet if required. | | | | | | | | | | | | |
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| **OTHER INFORMATION** | | | | | | | | | | | | |
| Where did you hear about this post? | | | |  | | | | | | | | |
| Have you made an application to us before? YES/NO? | | | |  | If Yes, please provide details: | | | |  | | | |
| Have you ever been a director of a company? YES/NO | | | |  | If Yes, please provide details: | | | |  | | | |
| **PREVENTION OF ILLEGAL WORKING** | | | | | | | | | | | | |
| Do you require permission from the UK Border Agency to take up employment with our company if appointed to this post? YES/NO | | | | | | | | | | | |  |
| Do you currently have permission to work in the UK? YES/NO | | | |  | If yes, what type of permission do you currently have? | | | | | |  | |
| *For further information on the Immigration and Nationality Act 2006 and UK Border Agency Immigration rules – see the UK Border Agency website.* | | | | | | | | | | | | |
| **DBS – Disclosure and Barring Service –** the role you are applying for requires a DBS check. | | | | | | | | | | | | |
| Do you have any unspent convictions to declare? YES/NO | | |  | If Yes, please provide details: | | | |  | | | | |
| Do you consent to a DBS check being carried out upon start of employment? YES/NO | | | | | | | | | | | |  |
| **REFERENCES** – please provide two contacts who can provide an employment reference, one of whom should be your current/most recent employer. Testimonials and references from friends and relatives are not acceptable. | | | | | | | | | | | | |
| 1. Name: | |  | | | | 2. Name: | | |  | | | |
| Company: | |  | | | | Company: | | |  | | | |
| Address: | |  | | | | Address: | | |  | | | |
| Tel No: | |  | | | | Tel No: | | |  | | | |
| E-mail: | |  | | | | E-mail: | | |  | | | |
| Occupation: | |  | | | | Occupation: | | |  | | | |
| Relationship to you: | |  | | | | Relationship to you: | | |  | | | |
| ***NOTE: Referees will automatically be approached when a job offer has been made and accepted.*** | | | | | | | | | | | | |
| **Data Protection Act**  Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least 6 months and then destroyed. If you are the successful candidate relevant information will be taken from this form and used as part of your personnel record. I hereby give consent to Conveyancing Direct Property Lawyers Ltd processing the information given on this form, including ‘special category data’, as may be necessary during the recruitment process and if I am to be employed.  Information from this application may be processed for purposes registered by the employer under the General Data Protection Regulation 2018 and as detailed within the Data Protection Privacy Notice. | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | |
| I declare that the information given in this application is to the best of my knowledge true and correct. I understand that any false, incomplete or misleading statements may lead to disciplinary action (and may give cause to dismissal) should I be employed.  I hereby authorise Conveyancing Direct Ltd to contact current/past employer(s), other organisations and/or individual(s) to obtain appropriate references in support of my application. This will include carrying out a search with Experian, a licensed credit reference agency. I hereby expressly consent to Experian carrying out and retaining a record of any such search or check.  I consent to the use of this information in the recruitment process and, should I be successful in my application for employment, I consent to the use of this information as part of my personnel record. | | | | | | | | | | | | |
| **Signed:** |  | | | | | | **Dated:** | | |  | | |
| **Print Name:** | | | | | | |  | | | | | |
| Please return your completed form by post to:  By e-mail to:  Human Resources enquiries: 01424 462538 | | | | | | | HR Department – Strictly Private & Confidential  Conveyancing Direct Property Lawyers Ltd  Windmill Road  St Leonards-on-Sea  TN38 9BY  beverly.hughes@cdpll.co.uk | | | | | |