

# EMPLOYMENT APPLICATION PACK



TALBOT WALKER  
LLP

FORWARD THINKING LEGAL SOLUTIONS SINCE 1726

## Recruitment Information

Thank you for your interest in a role with Talbot Walker LLP.

Please complete all parts of the application and return with your covering letter to:

Miss S Adlem  
Talbot Walker LLP  
16 Bridge Street  
Andover  
Hampshire  
SP10 1BJ

Email: [sadlem@talbotwalker.co.uk](mailto:sadlem@talbotwalker.co.uk)

At the end of the recruitment process your details will be retained by the HR Department where they will be kept for 6 months.

If you have any queries when completing this application pack, please contact Miss Adlem on 01264 363354 or email [sadlem@talbotwalker.co.uk](mailto:sadlem@talbotwalker.co.uk).



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## Personal Information

Position applied for:

Where did you hear about this vacancy?

Surname:

Forename(s)

Address:

Home Telephone:

Work Telephone:

Ext:

Mobile Number:

Postcode:

Email:

Are you legally eligible for employment in the UK?

Yes

No

Do you hold a current driving licence?

Yes

No

Is it clean?

Yes

No

If no, please give details:



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## Education and Training

School	Dates		Qualification/Courses Attended	Grade
	From	To		
College/University				
Other Training				

## Professional Memberships and Qualifications

Organisation	Membership Status	Dates of Membership



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## Employment History

Please give details of all positions held since leaving school and all gaps in employment need to be justified.

Present of most recent employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

Number of people responsible for:

Post code:

Job Title:

Tel No:

Date of appointment from: to:

Notice period:

Reason for leaving:

Outline of responsibilities and duties:



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Employment History continued

Previous employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

Number of people responsible for:

Post code:

Job Title:

Tel No:

Date of appointment from: to:

Notice period:

Reason for leaving:

Outline of responsibilities and duties:



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Employment History continued

Previous employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

Number of people responsible for:

Post code:

Job Title:

Tel No:

Date of appointment from: to:

Notice period:

Reason for leaving:

Outline of responsibilities and duties:



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Employment History continued

Previous employer's name:

Address:

Annual Salary: £

Benefits package:

Responsible to:

Number of people responsible for:

Post code:

Job Title:

Tel No:

Date of appointment from: to:

Notice period:

Reason for leaving:

Outline of responsibilities and duties:



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## Supplementary Information

Describe the skills, experience and knowledge you can bring to this role, along with any other information to support your application (you may attach extra sheets if you wish):





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## Supplementary Information

Have you ever been dismissed from any employment?

Yes

No

If yes, please give details:

## Hobbies and Interests

## References

Must be last two consecutive employers or professional body, e.g. university

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Address:

Address:

Email:

Email:

Telephone:

Telephone:

Tick box to provide consent for references to be obtained in the event that a job offer is made.



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## Criminal convictions – to be completed by all Applicants

Please declare any criminal convictions against you excluding any convictions which are “spent” under the Rehabilitation of Offenders Act 1974. If appropriate, please state “NONE TO DECLARE”

## Criminal convictions – to be completed by Solicitors and/or FILEX status only

### Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the firm.

Have you ever been convicted of any offence in any court  
in the UK or elsewhere?

Yes

No

If “yes”, give details (this will not necessarily bar you from appointment; this will depend upon the nature of the position and the circumstances and background of your offences)

Nature of offence(s):

Date of conviction(s):

Penalty:

Have you ever been subject to any disciplinary procedures under the Solicitors Regulation Authority, e.g. Solicitor’s Disciplinary Tribunal, investigation by the OSS/SRA, etc?

Yes

No

If yes, please give details:



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## Disabilities

Do you require any special arrangements to be made for your interview on account of a disability?

Yes

No

If yes, please give brief details of the effects of your disability on your day to day activities and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

## Data Protection Act 1998

Information held about all individuals is covered by the Data Protection Act 1998.

Talbot Walker LLP is registered under the Data Protection Act 1998 and is committed to fulfilling its obligations under this act. Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998.

If you are unsuccessful in the recruitment process your application and any other information obtained as part of the recruitment process will be kept securely on file by the HR Department for 6 months unless you specifically request that it be removed.

## Declaration

I hereby give my consent to Talbot Walker LLP processing the data supplied in this application form for the purpose of recruitment and selection.

I understand that any personal data I have supplied is necessary for the consideration of my job application and that it will not be retained for any longer than necessary.

I confirm that the details given by me in this application are accurate. I understand that any false statement or failure to disclose information, where required to do so will, if engaged, render me liable to disciplinary action which may include dismissal.

\_\_\_\_\_

Please sign to declare that this application is true: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_