

Document	Application Form
Version	1.1
Date	August 2023
Date of Next Review	August 2024
Classification	Public

Position applied for:	
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SECTION 1: CONTACT DETAILS

First name(s):	
Surname:	
Home Address (incl. postcode):	
Tel (Mobile):	
Tel (Home):	
Email address:	

Kings Chambers

T: 0345 034 3444

E: clerks@kingschambers.com

Manchester

36 Young Street,
Manchester, M3 3FT

Leeds

5 Park Square,
Leeds, LS1 2NE

Birmingham

Embassy House, 60 Church Street,
Birmingham, B3 2DJ

SECTION 2: ELIGIBILITY TO WORK & BACKGROUND CHECKS

Please note that is our policy to conduct background checks including but not limited to Right to Work checks and basic DBS checks in respect of unspent criminal convictions and cautions under the Rehabilitation of Offenders Act 1974. A basic DBS check will only be carried out after the shortlisting stage and at the point an offer of employment is made which is conditional on the satisfactory results of background checks.

Are you eligible to remain and take up employment in the UK with no current restrictions?	Yes	No
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Do you have any current unspent criminal convictions and/or cautions?*	Yes	No
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If "Yes", please provide further details below:

**Please tick "Yes" if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term 'convictions' is used to refer to any sentence, caution or disposal issued by a court. If you do not have any unspent criminal convictions or if your convictions/cautions are now spent you can tick "No". If you are not sure if your convictions are unspent or spent you can use a tool available at <https://unlock.org.uk/disclosure-calculator/> to check.*

SECTION 3: EMPLOYMENT HISTORY

Please use this section to provide details of your employment history to date. You should start with your current or most recent employer and work backwards in chronological order.

3.1 Current/most recent job held

Company/Employer Name:	
Job Title:	
Start Date – End Date (if known):	
Current salary:	
Notice period:	
Reason for leaving:	
Please briefly describe your main responsibilities in this role:	

3.2 EMPLOYMENT HISTORY – previous employment

Dates (From-To):	Company/Employer Name:	Job Title:	Main responsibilities:	Reason for leaving:

SECTION 4: EDUCATION, TRAINING & QUALIFICATIONS**4.1 EDUCATION**

Dates (From-To):	School/College/University Name:	Subject/s:	Qualification Level:	Grade/s achieved:

4.2 TRAINING/QUALIFICATIONS

Please list any professional or job-related qualifications and training which may be relevant

Date:	Course attended:	Course provider (if known):	Qualification/skills gained:

4.3 PROFESSIONAL BODY MEMBERSHIP

Please list any memberships of professional or industry bodies which may be relevant

Professional Body:	Membership Type:	Start Date:	Membership No:

SECTION 5: SUITABILITY FOR THE ROLE

Please review the Job Description and in particular the requirements of the role you are applying for and briefly set out the following:

- (1) The reason/s you are applying for this role; and*
- (2) How you meet the requirements of the role.*

You should use specific examples and experiences from your current or previous roles or other relevant experience where possible.

SECTION 6: REFERENCES

It is our policy to conduct reference checks to verify a 3-year period of employment history with no gaps starting with the most recent employer and working backwards. Reference checks are only undertaken at the point an offer is made (all offers are subject to satisfactory completion of background checks) and only with your permission. We will never contact a current employer without your express consent.

REFEREE

Company/Employer Name:

Dates covered (start-end date):

Referee Name:

Position:

Contact Email address:

Contact Tel number:

Do you give permission to contact referee?

Yes

No

REFEREE

Company/Employer Name:

Dates covered (start-end date):

Referee Name:

Position:

Contact Email address:

Contact Tel number:

Do you give permission to contact referee?

Yes

No

REFEREE

Company/Employer Name:

Dates covered (start-end date):

Referee Name:

Position:

Contact Email address:

Contact Tel number:

Do you give permission to contact referee?

Yes

No

GAPS & FURTHER INFORMATION

If you do not have a complete 3 year working history at this stage please use this section to outline the reasons for any gaps (for example: in full-time education) or any additional information which may be relevant in respect of background checks.

SECTION 7: APPLICANT DECLARATION & DATA CONSENT

The information you have provided on this application form will be used for the purposes of processing your application for employment with Kings Chambers. All of the information collected in this form is necessary and relevant for the purposes of assessing the suitability of applicants for the role applied for and we will use the information provided for recruitment purposes only. Data supplied to us is treated in strict confidence and is managed and processed in line with the data protection and information security protocols in place in our organisation and in accordance with relevant data protection legislation including the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Should you be successful in your application, the information provided, and any such other further information which may be gathered in relation to recruitment and selection will be subsequently used for the administration of your employment with Kings Chambers.

If your application is unsuccessful we will securely destroy this form and any associated documents 12 months following the closure of the vacancy.

For more information regarding how we use the data you have provided to us please refer to our Privacy Notice – Recruitment which is available on our website (<https://www.kingschambers.com/recruitment/staff-vacancies/>) and as an appendix with this application form.

DECLARATION

Please read the following statements and sign and date to confirm your acceptance.

- I declare that the information I have given in this application form is accurate and true;
- I understand that providing misleading or false information may disqualify my application and/or may result in my dismissal if I am appointed to the role;
- I confirm that I have not used any AI tools, such as ChatGPT, to help me formulate the answers to the questions that I have been asked in this application form and that my responses are my sole creation and original work.
- I have read and understood the conditions set out in the Data Consent section and I hereby give my consent for the information given within this application form to be processed by Kings Chambers in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018;
- I understand that any offer of employment is subject to satisfactory references and background/pre-employment checks and I hereby give consent to Kings Chambers to undertake background checks in respect of my application including contacting referees, educational establishments and/or any other party identified in this application form save for where I have explicitly indicated that consent has not been given; and
- I can confirm that, to the best of my knowledge, there is nothing that would prevent me from undertaking the duties of the role that I have applied for.

Name (Print):

Signature:

Date: