

SSC use only	
Applicant No.	
Date Acknowledged	

Position applied for:	
Job ref no:	

Section One - Personal Details

(Please provide your full home address)

First Name:	Last Name:	Title:
Address:		
Postcode:		
Home Telephone:	Daytime Telephone:	
Mobile Telephone:	Email Address:	

Are you eligible to work in the UK? <i>Tick as appropriate. If no, please provide details.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have a disability, do you have any particular requirements or adjustments should you be invited for interview? <i>Tick as appropriate. If so, please provide details.</i> All disabled applicants that meet the minimum criteria are guaranteed an interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act (1974)? <i>Tick as appropriate. If so, please provide details.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Data Protection:	<i>The information you provide will be used solely for the purposes of recruitment and short-listing. Information will not be verified with other organisations except upon any offer and acceptance of employment. The information you provide will be retained securely by the Legal Services Commission in line with our obligations under the Data Protection Act 1998. In line with our Corporate Retention Schedule, information provided as part of your employment application will be held for no longer than six months in the event of your application being unsuccessful and for a period of six years if you are offered and accept an offer of employment.</i>
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Section Two: Current/Most Recent Employment

Name of Organisation:	Job Title:
Date of Appointment:	Current/Final Salary (if any):
Period of Notice Required:	Reason for Leaving:
Please give a brief outline of responsibilities	

Line Manager Details (your current employer will not be contacted unless a conditional offer is made)	
Name:	Email Address:
Job Title:	Telephone:
Office Address:	

Section Three – Employment History

Please use this section to outline in date order (starting with the most recent) details of your paid employment, voluntary or casual work as well as any periods where you were not employed. Where you have been employed by an agency, please outline the details of the agency and placement(s).

If successful a conditional offer will be made and the information below used to take up references covering at least the last 5 years and/or at least 2 jobs (including your current/most recent employment). Please ensure that you provide full contact details in the appropriate column. Personal references will not be accepted. References will only be sought once an offer of employment has been made and accepted.

Employer <i>(Name and full address)</i>	Dates <i>(From and to in month and year)</i>	Position(s) held and main duties <i>(State whether paid or voluntary, explaining any gaps)</i>	Reason for leaving

Please continue on a separate sheet if necessary and attach to this form, citing page number and your name.

Section Four – Education

College / University / Professional Institute	Qualifications Obtained <i>(Please indicate grade or level attained)</i>

Section Five – Training and Development

Please provide details of any relevant training and development courses / activities you have undertaken		
Training Provider	Dates <i>(if applicable for continuity)</i>	Training and Development Courses / Activity Undertaken

Section Six – Professional Memberships

Professional Body	Date obtained	Level of Membership and how obtained

Section Seven – Supporting Information

Please use the space below to show how you meet the requirements of the position you have applied for and to provide any other information you feel may support your application.

Please refer to the essential and desirable requirements of the role detailed in the job description and the LSC competency framework.

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Please continue on a separate sheet if necessary and attach to this form, citing page number and your name.

Declaration:	<i>I declare that the information I have provided in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment with the Legal Services Commission or, if appointed, may result in my dismissal. I also agree to the retention of my information in accordance with the Data Protection Act as outlined.</i>		
Signed:		Date:	

Once complete and signed please return to LSCRecruitment@legalservices.gsi.gov.uk or Shared Service Centre, Exchange Tower, 2 Harbour Exchange Square, London, E14 9GE