

Application form

Please complete the form as fully as possible.
If you need to add any additional information please do so in Section 8 - Additional Information

Title of vacancy you are applying for

1 Personal Details

Surname:	Title
Full first names:	
Preferred first name:	
Home phone	
Mobile No:	
Home email	

Contact address	Do you need a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, do you have one? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you have a driving license? Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have disability we should be aware of? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please let us know whether there is any special help that you would like us to provide for you if invited for an interview or if you are offered a job:
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Language skills. In each case please describe your degree of fluency.			
Language 1	Fluent <input type="checkbox"/>	Written <input type="checkbox"/>	Social <input type="checkbox"/>
Language 2	Fluent <input type="checkbox"/>	Written <input type="checkbox"/>	Social <input type="checkbox"/>
Language 3	Fluent <input type="checkbox"/>	Written <input type="checkbox"/>	Social <input type="checkbox"/>

2 Secondary education *GCSE or equivalent exams*

Name of school:
Address:

Please indicate whether you have passed GCSE or equivalent exams at grade 'C' or above in the following subjects:

English Language: Yes No

Mathematics: Yes No

A-Levels, S Levels and/or equivalent exams

Name of school:

Address:

Please set out your results below:

Subject

Grade

Year passed

3 Higher Education

Name of University:

Address:

Course

Degree:

Professional Exams:

Other qualifications or academic distinctions and prizes (including postgraduate degrees)

4 Work experience

Dates (from and to)	Name of firm or business	Position and Reason for leaving	Experience

Please provide us with information of your current salary and benefits

Salary:

Benefits:

Please provide us with your typing speeds measured at words per minute

Copy: wpm

Audio: wpm

Computer packages that you are competent in:

5 Other Information

Please tell us about your interests and achievements and other matters that are relevant to your application

6 References

Please provide us with names and addresses of two referees, one of whom should be an employment reference.

Name
Position
Address

Name
Position
Address

7 Return Form

Please return to:

Human Resources Department
Ashfords Solicitors
Ashford House
Grenadier Road
Exeter
EX1 3LH

Email: jobs@ashfords.com

Our Equal Opportunities Policy

Our policy is to employ the best qualified people; to provide equal opportunity for advancement of employees; and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, marital status, disability or age.

8 Additional Information