

WORK PLACEMENT APPLICATION FORM



Tel: 01473 213 311

PERSONAL DETAILS					
Surname:		Forenames:			
Title: Mr / Mrs / Ms / Miss / Dr / Other					
Address:		Home Tel:			
		Mobile Tel:			
		Email:			
EDUCATION					
School; College; University	Dates:		Examinations Taken:	Date:	Result:
	From:	To:			
				Please use a continuation sheet if necessary	
Professional Qualifications currently held: how obtained, date and grade					
Other relevant Educational or Training Course Information, with dates:					

EMPLOYMENT HISTORY

Name & Address of Employers:	Position Held:	Dates:	
		From:	To:

RELEVANT EXPERIENCE

Please say why you are applying for a work placement at Kerseys, outline aspects of your experience and give details of any particular achievements or distinctions which you consider relevant to this application.

OTHER INFORMATION

Do you hold a current driving licence?

YES / NO

Do you own a car?

YES / NO

What activities outside work interest you?

LANGUAGES

Do you speak any other languages? If so, please state which and details of your competency:

CRIMINAL CONVICTIONS

Please state whether you have been convicted of any criminal offence in the last 5 years, excluding minor parking and traffic offences. YES / NO

If yes please provide further details, including the date of conviction. Please use a continuation sheet if necessary.

DISABILITY DISCRIMINATION ACT 1995

Are there any adjustments which you think we could make to overcome a disability in relation to the essential requirements of this job? YES / NO

If yes, please provide further details. Please use a continuation sheet if necessary.

REFEREES

Names and Addresses of two referees:

Name:

Organisation:

Address:

Tel:

Email:

Name:

Organisation:

Address:

Tel:

Email:

DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted and for details of any sickness absence during the last two years to be obtained.

Signed:

Date:

Name:

Thank you for completing this application. Please return it to:

**Mrs P. Smith
Kerseys Solicitors
32 Lloyds Avenue
Ipswich
Suffolk IP1 3HD**

Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above Act.

Such data may be used to produce depersonalised statistics.