Ansons Law

TRAINING CONTRACT APPLICATION FORM	
Name:	
Post applied for:	Trainee Solicitor
At which office:	All branches

When completed, this form should be returned by email to rhead@ansons.law

PLEASE USE BLOCK CAPITALS

PERSONAL DETAILS		
Surname:	First names:	
Mr/Mrs/Miss/Ms /Other	Previous names:	
Address: Post code:	Phone numbers: Home: Mobile:	Date of birth: NI number: Email address:

PRESENT APPOINTMENT	
Present employer:	Position held: Present basic salary:
Hours of employment:	Please state the earliest date you could commence a Training Contract with us.

ELIGIBILITY FOR EMPLOYMENT		
Are you eligible for employment in the UK?	☐ YES	☐ NO
Do you have proof of eligibility to work in the UK?	☐ YES	☐ NO
Do you require a Work Permit to work in the UK?	☐ YES	☐ NO
Are there any restrictions (restrictive covenants) from your current / previous employer which will affect your ability to work for the company? If yes please provide copies.	☐ YES	☐ NO

Note: To comply with current legislation, if you are invited to attend an interview, you must bring evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

DETAILS OF EDUCATION AND TRAINING				
Secondary School	Dates attended	GSCE & A Level or equivalent examinations (include those to be taken)	Pass/fail (including grade)	Date of examinations

University	Dates attended	Examinations (include those to be taken)	Pass/fail (including grade)	Date of examinations

Additional qualifications, including membership of any professional organisations (including membership of any panels, etc).

EMPLOYMENT EXPERIENCE *Start with the earliest position first, and include your present post; say whether full or part time*				
Dates		Employer's name and address	Position held	Reasons for leaving
From	To			

LEISURE AND OTHER INTERESTS

WHY SHOULD WE EMPLOY YOU?

WHY ANSONS? *Please use this section to explain why you are making an application to us*

REFERENCES *Please provide the names and addresses of two people to whom we may make reference prior to any interview. It would be preferred if one of these could be your present employer (if appropriate)*	
1. Name and address:	2. Name and address:
Telephone:	Telephone:

YOUR APPLICATION
Where did you see this application advertised?
If you have previously applied for a position with this firm, please provide details, including the date, the position applied for and whether you were interviewed.
If your ability to attend an interview or perform part of the particular job you are applying for is limited in any way, please advise us how we can assist you in overcoming this.

GENERAL DATA PROTECTION REGULATIONS 2018 ('GDPR')

(to be read and signed by the employee)

Ansons Solicitors Limited ("the Company") needs to collect, store, and use certain types of information about employees and workers (including applicants thereto), in order to operate its business, to comply with its contractual obligations, and to fulfil its legal obligations, both generally and including (but not limited to) under the Data Protection Act 2018 (and which includes the provisions of the GDPR).

Information supplied on this form may be processed by the Company for its legitimate business interests including:

a) Dealing with enquiries made in processing your application may include reference to personal data held by the Disclosure and Barring Service ('DBS') (formerly the Criminal Records Bureau);
b) considering and processing the application;
c) monitoring and progressing any applications made to the Company;
d) Ensuring that it complies with its legal and regulatory obligations;
e) Ensuring compliance with any subsequent contract of employment that may be offered;

Full details of your other Data Rights are available upon request. In the event that you wish to you must set out your requirements in writing addressed to a Director of the Company.
In the event that you wish to engage any data right (including the right to restrict the processing of data, the right for such data to be deleted, or otherwise) or raise any issue with, then you must set out your request in writing addressed to a Director of the Company.

Any data will be retained and processed in accordance with the Company's Data Protection Policy.

In addition, whilst it is not compulsory, if you wish to consent to the company holding this information on file, for as long as it considers necessary, to fulfil the purpose for which it was obtained (i.e. for consideration for any other suitable post that may become available in the future) and to process it in accordance with the requirements of the Act or other procedures implemented by the company for this purpose from time to time, then please tick the box below.

☐ *I consent to the Company retaining and processing my data contained in this application (including any Sensitive Data), and for the reasons set out above.*

Any consent provided herein may be withdrawn by me upon providing written notice to the Company addressed to the Directors of the Company. Please note that in the event that you should withdraw or otherwise refuse to provide your consent to the company processing your data, it may still continue to process the data under one of the other justifiable grounds under the GDPR and as set out above.

APPLICANT'S DECLARATION

I confirm details in this application are correct and complete. I understand that canvassing or giving false information would disqualify my application, or if discovered after appointment may be regarded as amounting to gross misconduct giving rise to grounds for summary dismissal.

I also understand that appointment will be subject to satisfactory confirmation of eligibility to work in the UK, security clearance, and references.

Signed:	
Dated:	