

General Application Form

*Private & Confidential*

If you are applying for an advertised vacancy, please specify the vacancy title:

I am interested in the following possible future vacancies:

Work placements:

Work Experience Apprenticeship

Non legal support staff:

Administration Human Resources

Marketing Accounts

Legal Support Staff:

Secretarial Legal Assistant

Qualified Legal Staff:

*Solicitor Legal Executive*

About You

Please complete the below in block letters:

Full Name:

(including middle name)

Address:

*Home: Mobile:*

Telephone:

 *@*

Email:

Education and Training

Details of school examination taken:

|  |  |  |
| --- | --- | --- |
| **Exam** | Year | Result |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Further education

*(e.g. university, technical college, evening classes) or vocational courses)*

|  |  |  |
| --- | --- | --- |
|  Exam  |  *Year*  |  *Result* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Other relevant training professional qualifications or work related skills (i.e. languages, memberships etc) |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| Employment history (most recent first) \* |
| **Employer** | **Employed as:** **Please give brief details of duties** | Dates of employment |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\*No approach will be made to your present employer before an offer of employment is made to you.*

**Please tell us about any skills or experience you have acquired that may be relevant.**

**Please tell us why you are applying to JCP Solicitors and give examples of what you think makes you particularly suited to this firm**

|  |  |  |
| --- | --- | --- |
| ConvictionsHave you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  | Yes | No |
| Details of conviction:  |  |  |

|  |
| --- |
| Please tell us if there are any dates when you will not be available for Interview: |

|  |
| --- |
| **Please let us know how you heard about this vacancy:** |
| **Source** | Please Tick |
| Company Website |  |
| Recruitment Agency |  |
| Linked In |  |
| Twitter |  |
| Facebook |  |
| Newspaper/Magazine Advertisement |  |
| Friend or Family Member |  |
| JCP Employee |  |
| Educational Organisation |  |
| Other (Please state):  |  |

|  |
| --- |
| **Which of the company’s offices would you be prepared to be located at?** |
| **Office** | Please Tick | Please Tick Preference  |
| Swansea  |  |  |
| Haverfordwest |  |  |
| Fishguard |  |  |
| Cowbridge |  |  |
| Carmarthen  |  |  |
| Cardiff |  |  |
| Caerphilly |  |  |

**Declaration**

* I declare that the information given in this application is to the best of my knowledge complete and correct.
* I accept that providing deliberately false information could result in my not being offered the position, any job offer being withdrawn, disciplinary action being taken, or my dismissal.
* I hereby give my consent to JCP Solicitors carrying out checks on my qualifications.
* I have been made aware via JCP Solicitors Privacy Notice (which is attached to this application form), of how my data will be processed. I hereby give my consent to JCP Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.
* I hereby give my consent for JCP Solicitors to retain my details on file for up to 12 months (from the date of signature below) with a view to considering you for any suitable vacancy that may arise in that period. Following this period all relevant documentation will be disposed of via certified secure destruction.

Name:

Applicant’s signature

Date:

Please see Data Protection Privacy Notice below. Please read the notice carefully and keep it in a safe place as it contains important information about:

* who collects personal information about you;
* which information we collect and how and why we do so;
* how we use the information and who we may share it with;
* where we may hold your personal information;
* how long we keep your information;
* your rights to correct and access your information and to ask for it to be erased;
* details of where you can find further information about some of the matters listed above; and
* how to complain if we get things wrong and cannot resolve them for you.

This notice details how we comply with the current UK Data Protection Regulations.

Please do not hesitate to contact us should you have any queries in relation to the Privacy Notice.

|  |
| --- |
| **PRIVACY NOTICE****Data controller: JCP Solicitors****Data protection officer:** As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.**What information does the organisation collect?**The organisation collects a range of information about you. This includes:* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, or collected through interviews or other forms of assessments.The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email). **Why does the organisation process personal data?**The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.**Who has access to data?**Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.**How does the organisation protect data?**The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. **For how long does the organisation keep data?**If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisations will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.**Your rights**As a data subject, you have a number of rights. You can:* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR team on recruitment@jcpsolicitors.co.uk If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.**What if you do not provide personal data?**You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.**Automated decision-making**Recruitment processes are not based solely on automated decision-making. |