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| **Job Details**  |
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| Post Title | **AULP Legal Assistant** |
| Job reference | **AULP – LA01** |

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| **Name & Contact Information**  |
|  |
| Title  |  |
| Forename(s)  |  |
| Surname  |  |
| Preferred name  |  |
| Email address  |  |
| Telephone number |  |
| Address |  |

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| **Education** |
| PHES Ltd reserves the right to request applicants to submit original qualification certificates. **Please enter your HIGHEST qualification first.** |
| Place of Study / Institution name | Qualification level & Subject | Dates of Study | Qualification Achievement/Grade |
|  |  |  |  |
| Additional Qualification Information |
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| **Employment**  |
| Starting with your present post, please give your employment history in reverse date order. You may also add details of any voluntary work undertaken.  |
| Company Name |  | Job title |  |
| Address |  | Start date |  |
| Current notice period  |  |
| Salary |  |
| Job details |  |

**Previous Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name  | Job Title & brief description of duties/ responsibilities.  | Start & End dates MM/YYYY | Salary |
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| **Candidate Summary** |

**Supporting Information**

Please read the job description and person specification before completing this section. Describe your main reasons for applying, what you will bring to the role, and how you meet the requirements of the person specification. Please explain any gaps in your employment history of 3 months or more. Please also include details of any professional memberships.

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| **Eligibility to work**  |
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| Nationality |  | National Insurance Number |  |
| Do you require permission to work in the UK?  | Yes☐ No ☐ |
| Do you require sponsorship to work in the UK?  | Yes☐No ☐ |
| Current Visa expiry date  |  |
| Please indicate your current immigration status e.g. Tier 1 (General), Tier 1 (Post Study), Tier 4 student visa etc.  |

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| **Referees**  |
| These should be employment or academic referees only, and at least one must be your current or most recent employer. Referees are normally approached before interview and will be contacted through their email address.  |
| **Referee 1** |
| Reference Type  | ☐ | Employment (Current) | ☐ | Academic |
| ☐ | Employment (Previous) | ☐ | Other |
| Referee Name  |  |
| Referee Job Title  |  |
| Referee Company or Institution  |  |
| Referee e-mail address  |  |
| Permission to contact  |  Yes ☐No ☐ |

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| **Referee 2** |
| Reference Type  | ☐ | Employment (Current) | ☐ | Academic |
| ☐ | Employment (Previous) | ☐ | Other |
| Referee Name  |  |
| Referee Job Title  |  |
| Referee Company or Institution  |  |
| Referee e-mail address  |  |
| Permission to contact  |  Yes ☐No ☐ |

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| **Equality and Diversity**  |
| **Disability** If you consider yourself to have a physical or mental impairment that is covered by the Two Ticks definition, please give details in the Two Ticks Information box and state any special arrangements or facilities you may require if invited for interview. For more information on two ticks, please see the applicant guidance notes.  |
| Do you consider yourself to have a disability?  | Yes☐No☐Prefer not to disclose☐ |
| Do you wish your application to be considered under the Two Ticks scheme? | Yes☐No☐ |
| Two Ticks Information Please give details here and state any special arrangements or facilities you may require if invited for interview.  |  |
| **Employment of Ex-offenders** Convictions for criminal offences may become 'spent' after specified periods of time from the date of conviction if there are no further convictions during that time. Spent convictions will be disregarded for certain purposes. They will not normally be taken into account when assessing whether someone is of good character. Convictions that are not yet spent are known as unspent convictions and will be taken into account when assessing good character. |
| Do you have any unspent convictions? | ☐ | Yes | ☐ | No  |
| Please give details below of any unspent convictions if you have selected 'Yes' above |
|  |

**Keeping your application on record**

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| If you are not successful with this application, are you happy for us to keep your application on file for consideration for future suitable roles?If you do not tick this box, we will delete your application completely no later than six months after the interview date. | ☐ | Yes |

**Advertising Media**

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| Please state where you saw this vacancy advertised |  |

**Declaration**

I confirm that the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered, and that I am in possession of the qualifications I claim to hold. I understand that any omission or misrepresentation may render me liable to dismissal should I be employed.

I give my consent for PHES Ltd to record, process and validate my personal information and sensitive personal data in line with the Data Protection Act 2018 and all other legislative provisions. My consent is conditional upon PHES Ltd complying with its legal duties and obligations relating to the recording and use of this information.

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| **Signature** |  | **Date** |  |