



RECRUITMENT APPLICATION PACK

THE APPLICATION PROCESS

All applications are dealt with in the strictest confidence.

Uppal Taylor provides an equal opportunity environment in respect of its employees and recruitment candidates. In order to maintain our equal opportunities approach, we have included with this Recruitment Pack the Equal Opportunities Monitoring Form. Please note that completion of the form is entirely voluntary and the form is used purely for the purposes of monitoring our equal opportunities policies and will not have any bearing upon the application process.

The firm does not employ the services of recruitment consultants and does not accept applications on behalf of candidates from employment agencies. The firm expects its candidates to carry out their own research, make their own decisions and to ensure that in the application process they are not influenced in any way.

All applications must be made in writing using the firm's application form and accompanied by a handwritten covering letter addressed to :-

**Recruitment
Uppal Taylor Solicitors,
10 Bridgford Road,
Nottingham.
NG2 6AB**

DX 10,065 Nottingham 1

THE FIRM

Uppal Taylor was founded in 2000 as a niche group and complex litigation practice. We are a small firm with a big reputation and we pride ourselves upon our commitment to our clients, our ability to deliver clear concise advice and to lead the way where others follow. We operate a relaxed working atmosphere where we reward commitment, skill, innovation and loyalty.

We only retain the best.

WHAT WE LOOK FOR

We demand a high level of competence and expertise in our staff and consequently our recruitment candidate. You will need to demonstrate good academic results both at A/GCSE and Degree level, a sound grounding in the basic principles of law, clear and concise thinking, an eye for detail, good written skills and clear presentation, commitment to delivering a first class service, the ability to think outside of the box, ambition and drive.

WHAT WE ARE NOT LOOKING FOR

We do not believe that good lawyers and good staff are made, they are born, and as such we are not looking for the candidate who has pure academic skills with no practical application, the 9am to 5pm plodder content in their life out of the limelight, the closed mind unable to think without a script, or equally, the jobsworth.

**IF YOU THINK THAT YOU CAN MEET THE CHALLENGE THEN WE LOOK
FORWARD TO HEARING FROM YOU.**

Education & Qualifications

School/College	Dates		Qualification	Grade
	From	To		
University				
Post Graduate Study				
Other Professional Qualifications or memberships				

Employment History (most recent first)

Employer

Post

Commencement date

Address

Leaving date

Reason For Leaving

Salary

Other Benefits

Tele No

Describe your role :

Employment History

Employer

Post

Commencement date

Address

Leaving date

Reason For Leaving

Salary

Other Benefits

Tele No

Describe your role :

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Tele No

Describe your role :

Employment History

Employer

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Commencement date

Address

Leaving date

Reason For Leaving

Salary

Other Benefits

Tele No

Describe your role :

Hobbies and Interests

Personal Statement

Please use this section to describe yourself, you may wish to include your strengths and weaknesses, the skills that you have acquired in your employment and your commitment and technical knowledge as well as perhaps expand on the answers that you have given above (if appropriate)

[CONTINUE ON SEPARATE SHEET IF NECESSARY]

Criminal Convictions Declaration

Please declare any criminal convictions against you, excluding any convictions which are “spent” under the Rehabilitation of Offenders Act 1974.

(If appropriate, please state NONE TO DECLARE)

Criminal Convictions Declaration – To Be Completed by Solicitors or Filex Status Only

Rehabilitation of Offenders Act 1974

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the firm.

Have you ever been convicted of any offence in any court of the UK, or elsewhere YES/NO

If “yes”, please give details (this will not necessarily bar you from appointment, this will depend on the nature of the position and the circumstances and back ground of your offences)

Nature of Offence(s):

Date of Conviction(s):

Penalty:

Have you ever been subject to any disciplinary procedures under the Solicitors Regulation Authority (including any of its predecessors) e.g. Solicitors’ Disciplinary Tribunal, investigation by the OSS etc?

YES/NO If “yes” please give details :

Referees

(One must be your present or most recent employer. References will only be taken up at offer stage.)

Name :

Name :

Address:

Address:

Position held by Referee :

Position held by Referee:

Organisation :

Organisation :

Telephone :

Telephone :

Declaration

I am aware that any information I have supplied in relation to my physical or mental health is regarded as “sensitive personal data” under the Data Protection Act 1998. By signing this declaration I have given Uppal Taylor my explicit consent to the processing of sensitive personal data. I understand that any sensitive personal data I have supplied is necessary for the consideration of my job application and that it will not be retained for any longer than necessary.

I confirm that the details given by me in this application are accurate. I understand that any false statement or failure to disclose information, where required to do so will if engaged, render me liable to summary dismissal.

Please sign to declare that this application is true

Print Name

Date

EQUAL OPPORTUNITIES

MONITORING FORM

Uppal Taylor are committed to providing equal opportunities in employment.

Completion of this section is voluntary. Any information supplied by you will be treated in the strictest confidence and will be used purely to enable us to monitor the working of our Equal Opportunities Policy which aims to ensure that all job applicants and employees are treated fairly irrespective of sex, age, marital status and ethnic origin.

This form is detached by the HR team from your application prior to short listing.

I AM : Male/Female

MARITAL STATUS : Single/Married/Separated/Divorced/Widowed

ORIGIN :

<u>Asian</u>	<u>Black</u>	<u>Oriental</u>	<u>White</u>
Indian	African	Chinese	British
Pakistani	Caribbean	Japanese	Irish
Other Asian	Other	Other	Other

Any other racial/ethnic origin (please add details):

NATIONALITY :

The Disability Discrimination Act 1995 says that someone is a disabled person if they have a 'physical or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day to days activities'.

Are you a disabled person? YES/NO

What is the nature of your disability?

Do you need any special arrangements to be made to enable you to attend an interview or perform your duties? YES/NO

If so, please provide details :

I am aware that any information I may have supplied in relation to my racial/ethnic origin and my physical or mental health are regarded as "sensitive personal data" under the Data Protection Act 1998. By signing this Declaration I have given Uppal Taylor my explicit consent to the processing of sensitive personal information about me. I understand that the information I have provided to Uppal Taylor is necessary for and will be used in connection with this job application and my future employment with the firm (if any) or for equal opportunities monitoring (as appropriate) and that it will not be retained for any longer than necessary.

Application for the post of : Full Name :

Signed: Date: