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| **PLEASE COMPLETE**  **AND RETURN TO**:  Ailsa Cameron  HR Assistant  Morton Fraser Solicitors  Quartermile Two, 2 Lister Square  Edinburgh  EH3 9GL  ailsa.cameron@morton-fraser.com |  | **Position applied for:**  **Closing Date:**  **Date of Receipt**: |

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| **IMPORTANT POINTS**   * **Application form must be completed – typed if possible but must be legible.** * **No supporting letters or materials are required.** * **Late or incomplete applications will not be considered.** * **Please ensure that you have read our Recruitment Privacy Notice (available on our website) before submitting your application. All personal data supplied in this form will be held in accordance with this notice.** * **If you require any special arrangements to assist you in completing an application or attending an interview, please contact the HR team.** |

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| **SECTION A: personal details** |
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| Full name:  Address:  Daytime telephone number:  Mobile telephone number:  Email address: |

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| Have you applied to Morton Fraser before?  Yes  No  If yes, did it proceed to interview stage?  Yes  No | How did you find out about this vacancy? |

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| Are you a UK/European Economic Area citizen?  Yes  No | If you are not a UK/European Economic Area citizen, do you hold a valid permission (visa) to work in the UK?  Yes  No |
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| **SECTION B: employment history** | |

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| Employer: | |
| Post title: | |
| Dates of employment: | |
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| Brief description of Key Responsibilities: | |
| Period of notice: | Last day of service: |
| Starting salary: | Salary on leaving: |
| Reason for leaving: | |

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| Employer: |
| Post title: |
| Dates of employment: |
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| Brief description of Key Responsibilities: |
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| Leaving salary: |
| Reason for leaving: |
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| Employer: |
| Post title: |
| Dates of employment: |
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| Brief description of Key Responsibilities: |
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| Leaving salary: |
| Reason for leaving: |
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| Employer: |
| Post title: |
| Dates of employment: |
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| Brief description of Key Responsibilities: |
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| Leaving salary: |
| Reason for leaving: |

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| **SECTION C: education and qualifications** |

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| **Please detail qualifications obtained, or those that you are working towards, from university, colleges and schools.** | | |
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| University/school with dates | Course | Qualifications/grades obtained |
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| Membership of any professional associations – please state level of membership: | | |
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| **SECTION d: ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE** | | | |

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| Please state why you believe you are a good fit for this role. |
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| Please detail any positions of responsibility outwith work. |
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| Please explain any gaps in your employment history. |
| **SECTION E supporting information** | |
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| **REFERENCES**: Any offer of employment will be made subject to two satisfactory references. Please ensure that you have two referees available (one of which should be from your current or most recent employer). | |

**Declaration**

**I confirm that to the best of my knowledge the information given on this form is correct and I understand that any false information or deliberate omissions may lead to summary dismissal in the case of my future employment within the firm. (Please tick)**

**Signature (If producing paper copy)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**Name of candidate**

**EQUAL OPPORTUNITIES MONITORING**

Morton Fraser is committed to equal opportunities and the promotion of diversity. The information requested below will be used solely for monitoring purposes and will be treated in strict confidence. This information will be kept separate from the main application form and will not be utilised when evaluating your application for employment. Please be aware that any information printed in this form will constitute a "special category" of personal data under the data protection legislation and shall be treated accordingly under our Recruitment privacy notice (which you can find on our website).

Full Name:

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| **SECTION A: ETHNIC GROUP**  I would describe myself as (please tick one box):    White  Any Mixed or Multiple Ethnic Groups  Asian, Asian Scottish, Asian British  Arab or Arab Scottish/British  African  Black or Caribbean  Any other Ethnic Group |

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| **SECTION B: DISABILITY**  The Equality Act 2010 protects people with disabilities from discrimination and defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. Does this apply to you?  Yes  No  Prefer not to say |

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| **SECTION C: GENDER**  I would describe myself as (please tick one box):  Male  Transgender  Female  Transexual  Prefer not to say  Prefer to self-describe: |

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| **SECTION D: SEXUAL ORIENTATION**  I would describe myself as (please tick one box):  Heterosexual/Straight  Bisexual  Gay man  Gay woman/lesbian  Prefer to self describe  Prefer not to disclose |

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| **SECTION E: RELIGION**  I would describe myself as (please tick one box):  No religion or belief/Athiest  Christian  Buddhist  Hindu  Jewish  Muslim  Sikh  Any other religion or belief  Prefer not to say |

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| **SECTION F: SOCIAL MOBILITY**  Type of school attended between 11 - 18  State School selective (grammar)  State School, non selective (comprehensive)  Independent fee paying school  Independent fee paying school with scholarship  Educated abroad  Prefer not to say  Were you the first generation of your family to attend university?  Yes  No  I did not attend university  Prefer not to say |

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| **SECTION G: OTHER**  Are you a primary carer for a child under 18?  Yes  No  Prefer not to say |