

Application Form

We are looking for talented, enthusiastic people to join our team at McEwan Fraser Legal. If you are interested in any of our current vacancies, please complete the application form and submit it with your CV and cover letter. Due to the high volume of applications received, we regret to advise that we are unable to process applications from candidates who have not supplied all the required documentation. If you experience difficulties or would like to speak in confidence about any current or speculative opportunities available at McEwan Fraser Legal, please contact HR Manager Jenn MacGillivray at jenn@mcewanfraserlegal.co.uk or on 0131 524 9797.

1) PERSONAL DETAILS:

Surname:
First Name:
Title:

2) HOME ADDRESS AND CONTACT DETAILS:

Street Address:	
Post Code:	Email:
Home Phone:	Mobile:

3) DETAILS OF POSITION APPLIED FOR:

Position(s) applied for:	
Current Salary (including any bonus/ commission):	Expected Salary:
Where did you hear about this vacancy?	

4) WHAT IS YOUR CURRENT NOTICE PERIOD?

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5) PERSONAL STATEMENT:

If not already contained within your covering letter or email, please briefly explain how your experience, skills and knowledge make you the ideal candidate for McEwan Fraser Legal as well as your reasons for applying.

6) DO YOU HAVE THE RIGHT TO WORK IN THE UK?

No Yes

If no, please give details

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7) HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

No Yes

If yes, please give details of any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.

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8) DO YOU HAVE ANY DISABILITIES THAT MIGHT AFFECT YOUR APPLICATION?

No Yes

Are there any reasonable adjustments we can make to assist you in your application?	
Will there be any reasonable adjustments we can make to help you carry out the job itself?	

**9) DO YOU HAVE ANY FRIENDS, RELATIVES OR CONTACTS WITHIN THE ORGANISATION?
IF YES, PLEASE PROVIDE DETAILS**

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10) REFERENCES

Please provide details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your teacher or lecturer. Please note that we will not contact any references without the prospective employee's express permission and references are not sought as part of the selection procedure, however, references form an essential part of the recruitment process and all offers of employment are subject to the receipt of satisfactory references.

Name	
Job Title	
Company	
Contact	
Mobile	
E-Mail	
How do you know him / her?	

Name	
Job Title	
Company	
Contact	
Mobile	
E-Mail	
How do you know him / her?	

CV UPLOADED **Yes**

Declaration

To the best of my knowledge, the information given in this form is complete and correct. I understand that if I am appointed and any of the information I have provided is subsequently found to be untrue then my appointment may be terminated. I confirm and accept these conditions. When sending electronically, please insert your name below to confirm you accept this declaration.

Full Name/Signature:	Date: