Recruitment Pack

**JOB TITLE: Administrative Assistant**

**DEPARTMENT: Clinical Negligence and Personal Injury**

**DATE: February 2025**

**CONFIDENTIAL (when completed)**

# JOB APPLICATION FORM

**Please return the completed form to our HR Department
Email:** **recruitment@bindmans.com**

|  |  |
| --- | --- |
| Post applied for: **Administrative Assistant - Clinical Negligence and Personal Injury**  | Candidate number:(to be completed by Bindmans) |

##

## Personal details

|  |  |
| --- | --- |
| Surname Title (Ms/Miss/Mrs/Mr/Dr/Other) | First name |
| Address | Contact Number |
| Email |

## General information

|  |
| --- |
| Please tick the appropriate circle below:* I already have the legal right to work in the country in which this post is based
* I will require a work permit
 |
| If appointed, when would you be able to start? | Are there any dates or times when youwould NOT be available for interview? |
| Where did you learn about the vacancy? Please tick the appropriate circle below: * Our website
* LinkedIn
* Other (Please specify………………………………………)
 |
| Do you know you know anyone who works at Bindmans? *Please tick:* **Yes** ❒ OR **No** ❒If yes, how do you know them? |

|  |
| --- |
| Candidate number(***to be completed by Bindmans***) |

## Work experience

Please list your previous appointments below. Start with your current or most recent job. Please continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name and address of employer  | Job title and brief description of your responsibilities | Reason for leaving |
|  |  |  |  |  |

## Work experience continued (if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Job title and brief description of your responsibilities | Reason for leaving |
|  |  |  |  |  |

## Education and training

Please list below educational, professional and any other qualifications gained, with the standard achieved where relevant. If selected for interview, you may be asked to bring evidence of your qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of institution/provider | Details of course attended | Qualification gained (if any) |
|  |  |  |  |  |

## Statement in support of your application

Please use this section to explain how your experience shows that you have the abilities to do this job (**in no more than 1000 words**). You should make every effort to give evidence from experience in your current or recent job and **some** of the items on the Person Specification. Include any IT skills and the level at which you are proficient. ***Continue on a separate sheet if necessary.***

|  |
| --- |
|  |

## References

Please provide the name and address of two professional referees. The first should be your current or most recent employer or course tutor if you are a student. The other should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out the job you have applied for. The referees must not be related to you.

**Please note that Bindmans is committed to eliminating bias from our recruiting process therefore personal information and reference details will be redacted prior to creating a short list.**

|  |  |
| --- | --- |
| 1. NameAddressPhoneE-mail | 2. NameAddressPhoneE-mail |
| Relationship: current/or most recent employer | Relationship: |
| When may we contact this referee?* after shortlisting
* after job offer
 | When may we contact this referee?* after shortlisting
* after job offer
 |

## Declaration

I declare that the information given in this application is true to the best of my knowledge. I understand that if I knowingly provide false information I may be disqualified or dismissed after appointment. I consent to references being sought and to the information provided by me on this form being processed in accordance with the Data Protection Act 1998 and the Data Protection statement below.

Signed (**please provide a signature where possible, if not please print your name**)

Date

## DATA PROTECTION

Bindmans LLP intends to provide the information on this form to the interview panel for the purpose of recruitment and selection. It is the policy of the firm to retain recruitment records on computer and in a manual system. This is for recruitment monitoring purposes and in the event of the firm wishing to contact previous applicants for new posts. Therefore, recruitment records are held for six months, after which time they will be destroyed.

## DISABILITY INFORMATION

It is the policy of Bindmans LLP to give disabled people an equal opportunity to obtain employment and it is committed to taking all reasonable steps to employ a disabled person. If you have a disability and require an adjustment or adjustments to the recruitment process or the workplace or working arrangements to enable you to fulfil the job duties, please contact us.

**Confidential** (when completed)

# EQUAL OPPORTUNITIES MONITORING FORM

|  |  |
| --- | --- |
| Post applied for: **Administrative Assistant - Clinical Negligence and Personal Injury** | Candidate number(***to be completed by Bindmans***) |

In order to monitor the effectiveness of our equal opportunities policy and monitor applicants for employment by ethnic group under the Race Relations Amendment Act, we ask you to provide the following information. **All information will be confidential and will not be made available to the selection panel.**

## 1. What is your ethnic group?

Choose one section below then tick the appropriate box (to indicate your ethnic background).

|  |  |
| --- | --- |
| **White*** British
* Irish
* Any other White background

*please write below*…………………………… | **Mixed*** White and Black Caribbean
* White and Black African
* White and Asian
* Any other mixed background

 *please write below*…………………………… |
| **Asian or Asian British*** African Indian
* Indian
* Pakistani
* Bangladeshi
* Any other Asian background

*please write below*………………………… | **Black or Black British*** Caribbean
* African
* Any other Black background

*please write below*……………………………… |
| **Chinese or other ethnic group*** Chinese
* Other ethnic group

*please write below*……………………………… | **Prefer not to say** |

**Please indicate whether you are (tick box as appropriate)**

### MALE 🞎 FEMALE 🞎 Transgender 🞎

### prefer not to say 🞎

1. **Do you consider yourself disabled?**

### YES 🞎 NO 🞎

This information is being collected for monitoring purposes only. If you have a disability and need an adjustment to the recruitment process or working environment please inform us.