**Application form**

|  |  |
| --- | --- |
| Position: | Maintenance Person |
| Hours: | 3 days per week |

**Your details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes  No

Do you hold a full, clean driving licence valid in the UK? Yes  No

**Employment History**

Your most recent or current employer

|  |  |
| --- | --- |
| Name of Employer: |  |
| Address: |  |
| Job title: |  |
| Salary: |  |
| Start date: |  |
| Notice period: |  |
| End date: | *If no longer employed* |
| Reason for leaving: |  |
| Summary of duties: |  |

**Previous Employment**

|  |  |
| --- | --- |
| Name of Employer: |  |
| Address: |  |
| Job title: |  |
| Start date: |  |
| End date: |  |
| Reason for leaving: |  |
| Summary of duties: |  |

|  |  |
| --- | --- |
| Name of Employer: |  |
| Address: |  |
| Job title: |  |
| Start date: |  |
| End date: |  |
| Reason for leaving: |  |
| Summary of duties: |  |

|  |  |
| --- | --- |
| Name of Employer: |  |
| Address: |  |
| Job title: |  |
| Start date: |  |
| End date: |  |
| Reason for leaving: |  |
| Summary of duties: |  |

Continue on a separate sheet if necessary.

**Education**

|  |  |  |
| --- | --- | --- |
| College and/or University | Course(s) | Qualifications/Grades achieved |
|  |  |  |
| School | Subjects | Qualifications/Grades achieved |
|  |  |  |

**Training and development**

Please give details of any training and development courses which may support your application.

|  |  |
| --- | --- |
| Course(s): |  |

**Supporting statement**

Abilities, skills, knowledge and experience.

Please use this section to explain why you wish to be considered for this role and how you meet the requirements of the position you have applied for.

|  |
| --- |
|  |

**Equal Opportunities**

Hart Reade LLP are an equal opportunities employer and all applications will be considered from suitably qualified candidates regardless of sex, race, disability, sexual orientation, gender reassignment, religion, or belief, marital status, or pregnancy and maternity.

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

|  |
| --- |
|  |

**Interview**

Are there any dates when you will not be available for interview?

|  |
| --- |
|  |

**Privacy**

Hart Reade LLP take your privacy very seriously. Please read our Recruitment Privacy Notice (<https://www.hartreade.co.uk/wp-content/uploads/2022/07/Recruitment-Privacy-Notice.pdf>) as it contains important information about the personal data we hold about you, how we collect it, and how we will use and may share information about you during the application process.

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

Please return your completed application to Mrs B Ticehurst, HR & Administration Manager, Hart Reade LLP, 104 South Street, Eastbourne, BN21 4LW, [bticehurst@hartreade.co.uk](mailto:bticehurst@hartreade.co.uk)

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