



# General Application Form





# General Application Form

Position Applied for: \_\_\_\_\_

## APPLICANT DETAILS

Title \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Tel. (Daytime) \_\_\_\_\_

Tel. (Evening) \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Work permit required Yes  No

If 'Yes', do you have a work permit? Yes  No

Have you applied to BTO before? Yes  No

If 'Yes', date of application. dd/mm/yyyy \_\_\_\_\_

Details and outcomes of previous applications

Details of your current remuneration package

**SECONDARY SCHOOL EDUCATION**

Institution \_\_\_\_\_

Subjects and grades

**UNDERGRADUATE COLLEGE/UNIVERSITY EDUCATION (if applicable)**

Institution \_\_\_\_\_

Dates Attended

From dd/mm/yyyy \_\_\_\_\_

To dd/mm/yyyy \_\_\_\_\_

Degree Course \_\_\_\_\_

Level of Degree e.g. 2/1 \_\_\_\_\_

Other Degrees / Qualifications

**OTHER LANGUAGES**

Please list any languages in which you are competent, other than English

**PREVIOUS EMPLOYMENT**

Organisation \_\_\_\_\_

Position \_\_\_\_\_

From dd/mm/yyyy \_\_\_\_\_ To dd/mm/yyyy \_\_\_\_\_

Responsibilities

Organisation \_\_\_\_\_

Position \_\_\_\_\_

From dd/mm/yyyy \_\_\_\_\_ To dd/mm/yyyy \_\_\_\_\_

Responsibilities

Organisation \_\_\_\_\_

Position \_\_\_\_\_

From dd/mm/yyyy \_\_\_\_\_ To dd/mm/yyyy \_\_\_\_\_

Responsibilities

Organisation \_\_\_\_\_

Position \_\_\_\_\_

From dd/mm/yyyy \_\_\_\_\_ To dd/mm/yyyy \_\_\_\_\_

Responsibilities

**COMPETENCIES** (100 - 150 words per question)

Please give an example of a challenge that you have set yourself and describe how you have gone about achieving it.

Please outline a problem that you have solved by offering an alternative solution. What steps did you take?

Please give an example of when you have studied or worked in unusual or difficult circumstances. Explain how you adapted, how successful you were and what you learned from this experience.

Please provide details of any positions of responsibility that you have held or achievements of which you are proud.

**ABOUT YOU (100 - 150 words per question)**

Why are you interested in working for BTO?

What interests do you have outwith work?

**The following two questions are applicable to solicitor applicants only**

Why did you choose a career in law?

What do you consider to be the key skills needed by a solicitor?

Have you ever been convicted of a criminal offence or has any judgment been made against you by a court?

Yes

No

If 'Yes', please provide details of the criminal offence(s) or judgment(s).

## REFEREE DETAILS

	Previous Employer 1	Previous Employer 2
Name	<hr/>	<hr/>
Position	<hr/>	<hr/>
Organisation	<hr/>	<hr/>
Address	<hr/> <hr/>	<hr/> <hr/>
Post Code	<hr/>	<hr/>
Telephone	<hr/>	<hr/>
Fax	<hr/>	<hr/>
Email	<hr/>	<hr/>
How does this person know you?	<hr/> <hr/>	<hr/> <hr/>
I have permission to supply the details of this referee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
I grant permission for BTO to directly contact this referee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## DATA PROTECTION STATEMENT

The information you provide in this application form will be held and processed by or on behalf of BTO Solicitors LLP relative to your application or future employment. This information will not be passed on to anyone outwith BTO Solicitors LLP. Applications will be retained by BTO Solicitors LLP for as long as is necessary for the stated purpose.

You have rights under data protection legislation to access your information and to ascertain the purposes for which it is processed.

## DECLARATION

- By signing this form:
- (a) I agree that information I have provided in this application is true to the best of my knowledge and I understand that my employment may be terminated if I knowingly supply false information and
  - (b) I consent to the processing of this information as described in the Data Protection Statement above.

As you are completing your form online, sign by typing your name in the box below - this will be taken as a signature. Please date the application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**BTO is an equal opportunities employer.**

Please e-mail your completed form to [hr@bto.co.uk](mailto:hr@bto.co.uk)  
or post to **HR, BTO Solicitors LLP, 48 St Vincent Street, Glasgow, G2 5HS**