**Personal details form**

**Personal details:**

|  |  |
| --- | --- |
| Title:(Mr, Mrs, Ms, etc) |  |
| Firstname(s): |  |
| Surname: |  |
| Previous name: |  |
| Date name changed:(Only complete if you have changed your name) |  |
| Known as: |  |
| Sex:(Male/Female) |  |
| Marital Status: |  |
| Date of Birth: |  |
| National Insurance Number: |  |
| Home address: |  |
| Home phone number: |  |
| Personal mobile number: |  |
| Personal email address:(Optional) |  |

**Bank details:**

|  |  |
| --- | --- |
| Bank account name |  |
| Bank Name |  |
| Bank Address |  |
| Bank Sort Code |  |
| Bank Account number |  |

**Health & Safety Information**

|  |  |
| --- | --- |
| Known medical conditions:(NB. This information will be shared with our first aiders to protect your health and safety when at work) |  |
| Are there any reasonable adjustments that need to be considered as a result of a medical condition? | Yes/NoIf yes please give details: |
| Emergency Contact 1 | Name:Relationship to you:Address:Home number:Work number:Mobile number: |
| Emergency Contact 2 | Name:Relationship to you:Address:Home number:Work number:Mobile number: |

**Equality & Diversity information:**

|  |  |
| --- | --- |
| Disability | The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the Equality Act 2010?Yes/No |
| If you have a disability, please give details, including any reasonable adjustments that need to be considered as a result of your disability? |  |
| Nationality/Ethniciy(Please tick as appropriate) | White: British/English, Scottish, Welsh http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Irish http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Any other white background http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tifBlack or Black British: Caribbean http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif African http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Any other black background http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tifChinese or other ethnic group: Chinese http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Any other ethnic group http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tifMixed race: White and Black Caribbean http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif White and Black African http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif White and Asian http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Any other mixed race background (please specify) http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tifAsian or Asian British: Indian http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Pakistani http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Bangladeshi http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif Any other mixed race background (please specify) http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tifPrefer not to say http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Religion (Athiest, Catholic, BudhismJewish, Prefer not to say) |  |

**Legal qualifications**

(e.g. law degree, GDL, LPC, ILEX):

|  |
| --- |
| Qualification:Date passed:Subject:Grade:Establishment: |
| Qualification:Date passed:Subject:Grade:Establishment: |
| Qualification:Date passed:Subject:Grade:Establishment: |
| Qualification:Date passed:Subject:Grade:Establishment: |

 **Roll of solicitors:**

|  |  |
| --- | --- |
| Are you on the roll of solicitors? (Yes/No): |  |
| Date of admission: |  |
| Law society roll number: |  |