**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/No  If 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:**

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| --- | --- |
| 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.tif  Black 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.tif  Chinese 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.tif  Mixed 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.tif  Asian 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.tif  Prefer not to say http://www.practicallaw.com/../../../../../e3_work/images/tick_box.tif |
| Religion (Athiest, Catholic, Budhism  Jewish, 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: |  |