**ELLIOTT DUFFY GARRETT**

**APPLICATION FOR EMPLOYMENT**

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| Position: | **Litigation Secretary** |
| Name: |  |
| Date of Birth: |  |
| Address  (including postcode): |  |
| Telephone No: |  |
| Mobile Telephone No: |  |
| E-mail: |  |

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| **EDUCATION**  Please give details of your qualifications or level of standard attained | | | |
| Year | Examination | Subject | Result |
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| **EMPLOYMENT HISTORY**  Please give details. Start with the most recent and continue on additional sheet if necessary |

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| Position Held: |  | |
| Dates of Employment | From: | To: |
| Name & Address  of Employer: |  | |
| Salary |  | |
| Brief summary of duties: |  | |

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| Position Held: |  | |
| Dates of Employment | From: | To: |
| Name & Address  of Employer: |  | |
| Salary |  | |
| Brief summary of duties: |  | |

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| --- | --- | --- |
| Position Held: |  | |
| Dates of Employment | From: | To: |
| Name & Address  of Employer: |  | |
| Salary |  | |
| Brief summary of duties: |  | |

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| **REFEREES**  Please give the names and addresses of two persons who have agreed to act as referees and who have known you for at least two years. At least one referee should have detailed knowledge of your career to date and neither should be a relative. | | |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Address: |  |  |
|  |  |
|  |  |
| Telephone No: |  |  |

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| **ADDITIONAL INFORMATION**  Please use the space below to give further details of your career, activities and personal interests which are relevant to your application. Please include details of any short training courses, in-house training and membership of professional bodies. |
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| If necessary, you may continue overleaf. |

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| If you have any disability which would require an adjustment or adjustments to be made for the purpose of interview or the position applied for, please give details |
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| **DECLARATION**  I declare that the information which I have given is correct. | | | |
| Signature: |  | Date: |  |

Please return to: Anne Dolaghan

Practice Manager

Elliott Duffy Garrett

40 Linenhall Street

BELFAST

BT2 8BA

**Applications to be received by hard copy no later than 13 November 2019**