

**APPLICATION FORM FOR A TRAINING CONTRACT**

**COMMENCEMENT YEAR .....**

Please complete in black ink

How did you know about this vacancy?

.....  
.....

**Personal Information**

Name: .....

Address: .....

Telephone no. (home) .....

Telephone no. (mobile) .....

Telephone no. (work) .....

**Educational Qualifications:**

Degree (if not complete please give details of results to date)

University	Subject	Date	Grade

A Level or Equivalent

School or College	Subject	Date	Grade	Examination Board

**GCSE's or Equivalent**

School or college	Subject	Date	Grade	Examination Board

Any other relevant qualifications

**Work experience** (please start with your most recent post and work backwards)

Date From/to	Employer's name and type of business	Position held	Main duties	Main achievements

Please give details of any time not accounted for elsewhere on this application form

**Driving Licence:**

Do you possess a driving licence: Yes/No

If yes, please give details of any endorsements/disqualification:

**Leisure Interests:**

Please indicate your main interests and leisure pursuits.

**References:**

Please give the names and addresses of two referees. One of these should be academic and one personal.

Name and address of referee	Name and address of referee

**Additional Information:**

On a separate sheet in your handwriting and in no more than 500 words please answer the following 2 questions:-

1. Why do you want to be a solicitor?
2. In which subject areas do you wish to specialise and why?

**Data Protection Act 1998**

Information provided by you on this application form may be copied for use during our recruitment procedure. When the recruitment procedure has been completed the data will be stored for 12 months and then destroyed. If you are the successful candidate then this form will be used as part of your personnel record.

**Confirmatory Statement**

I confirm that the information provided by me on this application form is true and complete and gives a fair representation of my qualifications and work experience. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed. I give my consent to Aldridge Brownlee Solicitors LLP processing the data supplied on this application form for the purpose of recruitment and selection.

Signature: .....

Date: .....

The completion of this part of the form is voluntary but we appreciate it when candidates take the time and trouble to do so because the information it contains helps us to monitor and improve our equal opportunities policies and procedures.

Name: .....

Post applied for: Trainee Solicitor

Date of birth: .....

Sex: .....

Ethnic origin: please tick category below as applicable:-

White – European; White – American; White – Australia/New Zealand; White – Other

Black – African; Black – Caribbean; Black – American; Black – Other

Asian – Indian; Asian – Pakistani; Asian – Bangladeshi; Asian – Chinese; Asian – Other

Other – Please specify

Dependants:

Disabilities:

I understand that his information may be stored and processed as part of Aldridge Brownlee Solicitors LLP monitoring of equal opportunities and as part of the recruitment procedure and I agree to this use of the date.

Signature: .....

Date: .....