

Post Applied for:

Date applied:

Trainee Application Form**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.****Section 1****Personal details**

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:Daytime Telephone N^o:Mobile Telephone N^o:

E-mail address:

Are you a member of the SRA?

Yes

No

If yes please provide your ID number:

Can we contact you at work?

Yes

No

Do you require a work permit to work in the UK?

Yes

No

Driving Licence

Do you hold a full, clean driving license valid in the UK?

Yes

No

Please let us know where you heard about this opportunity?**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

Section 2**Education**

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Professional, Technical or Management Qualifications

Please give details:

Professional / Technical / Management Qualifications	Course Details

Membership of any Professional / Technical Associations - Please state level of Membership:

Section 3**Training and Development**

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Section 4**Competency based questions**

1. Why have you chosen to apply for a trainee position with LGSS Law? What key factors influenced your decision when selecting firms to apply to? (**Maximum word count: 250 words**)

2. Tell us about a time you have been part of a successful team. What role did you play, what was the desired outcome and why were you successful as a team? (**Maximum word count: 250 words**)

3. Tell me about a time you have had to work to a tight deadline. What was the deadline? How did you manage your time? What was the outcome? (**Maximum word count: 250 words**)

4. Taking into consideration our specific practice areas and clients, what stories in either the national newspapers or legal press have interested you recently and why? (**Maximum word count: 250 words**)

Section 6 Career history

Company:		Job title:	
Employed from:		Employed to:	
Description of role:			

Section 6 Career history (cont...)

Company:		Job title:	
Employed from:		Employed to:	

Description of role:

Company:		Job title:	
Employed from:		Employed to:	

Description of role:

Company:		Job title:	
Employed from:		Employed to:	

Description of role:

Company:		Job title:	
Employed from:		Employed to:	
Description of role:			

Section 7 Personal Statement

Abilities, skills, knowledge and experience.
Please use this section to explain in detail how you meet the requirements of the job description and personal specification and why you believe we should shortlist your application for interview. Please also use this section to outline any voluntary/unpaid activities you may have been involved as well as outlining your greatest achievement to date. (*Maximum word count: 300 words*)

Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>

Work Relationship:

Work Relationship:

Organisation:

Organisation:

Address:

Postcode

Address:

Postcode

Telephone Nº:

Telephone Nº:

E-mail:

E-mail:

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Section 7 Availability

Please tell us if there are any dates during July when you will not be available for interview:

Section 8 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

If yes, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Section 9 Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within one month of the closing date.

LGSS Law Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. Please ensure you have read our Privacy policy before submitting your application.

I confirm I have read and understood the Recruitment Privacy Notice on LGSS Law Ltd website (<https://lgsslaw.co.uk/wp-content/uploads/2018/11/RECRUITMENT-PRIVACY-NOTICE.pdf>)

Signed:

Date:

RETURNING THIS FORM



By Hand or Post:

LGSS Law Ltd
Scott House
5 George St,
Huntingdon
PE29 3BA

By E-Mail:

Recruitment@LGSSLaw.co.uk

Enquiries:

Telephone: 01223 699818