Training Contract and Work Placement Application Form

Year for Work Placement:

Year for Commencement of Training Contract:

Personal Details

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| **Title** | Mr / Mrs / Miss / Ms (delete as appropriate) |
| **Name (in full):** |  |
| **Known as:** |  |
| **Nationality:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email:** |  |
| Home Address: | |
| **Please give dates expected to be at home address:**  **From: To:** | |
| **Term address:** | |
| **Please give dates expected to be at term address:**  **From: To:** | |

Education

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| **GCSE Level** | | |
| **Name and address of School:** | | |
| **Dates attended:**  **From: To:** | | |
| **GCSE (or equivalent) results** | | |
| **Year taken:** | **Subject:** | **Grade:** |

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| **A/AS Level** | | | |
| **Name and address of School or College:** | | | |
| **Dates attended:**  **From: To:** | | | |
| **A and AS level(or equivalent) results** | | | |
| **Year taken:** | **Subject:** | **Level: (A/AS)** | **Grade:** |

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| **Higher Education** | |
| **Name and address of University:** | |
| **Dates attended:**  **From: To:** | |
| **Degree subject:** | |
| **Final degree awarded (if known):** | |
| **First year subjects and results** | |
| **Subject:** | **Exam Result:** |
| **Second year subjects and results** | |
| **Subject:** | **Exam Result:** |
| **Third year subjects and results** | |
| **Subject:** | **Exam Result:** |
| **Fourth year subjects and results** | |
| **Subject:** | **Exam Result:** |

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| **If there is anything you feel we should be aware of regarding any of your results or your performances during your education or degree, please explain them in the space below:** |
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| **If your degree is a non-law degree, when and where will you take the GDL?** | | | |
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| **When and where will you take the Legal Practice Course?** | | | |
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| **If you have already completed the Legal Practice Course, please complete the following:** | | | |
| **Legal Practice Course results** | | | |
| **Subject:** | **Grade:** | **Subject:** | **Grade:** |
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Work Experience

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| **Legal Work Experience** | |
| **Position and Duties:** | **Dates:** |
| **Non-legal Work Experience** | |
| **Position and Duties:** | **Dates:** |
| **IT Skills** | |
| **Please tell us about your computer skills and which packages you use or have used:** | |

Additional Information

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| **What attracts you to this firm?** |
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| **Why do you want to become a Solicitor?** |
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| **What single strength do you have that makes you believe that you would make a successful Solicitor?** |
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| **Of all the skills necessary to be a Solicitor, what skill do you think you need to enhance the most, and why?** |
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| **If you were offered a training contract with us in Salisbury and with a firm based in the metropolitan area, what factors would you consider in making your decision?** |
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| **Tell us about your most memorable experience when travelling or on holiday.** |
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| **Please give details of any prizes, scholarships, positions of responsibility and any other noteworthy achievements that will support your application.** |
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| **Please tell us about your hobbies, sports or leisure interests.** |
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| **Supplementary Information** |
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Application Details

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| **Have you previously applied to Wilsons for any position? If so, please give details.** |
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| **Do you have any previous links with Wilsons? If so, please give details.** |
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| **How did you hear about Wilsons?** |
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| **Do you require a work permit to work within the UK?**  **If yes, do you have a work permit?**  **If yes, what is the expiry date?** |
| **Do you have a full UK driving licence?** |
| **Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)?**  **If yes, please give details** |
| **Have you ever been subject to any proceedings/complaints initiated by The Law Society or any other professional body?**  **If yes, please give details** |

Health

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| **Are you in good health? If not, please give details.** |
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| **The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day to day activities.** |
| **Do you consider yourself to have a disability?** |
| **If yes, please let us know whether there is any special help that you would like us to provide for you if invited for an interview or if you are offered a training contract.** |
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| Equality and Diversity (optional information) | |
| Wilsons are committed to equality of opportunity. All applications will be treated equally regardless of age, ethnic origins, race, colour, sex, sexual orientations, religion, marital status or disability. The Codes of Practice recommend monitoring of such areas and this information is used for no other purpose and will be treated as confidential. | |
| Please tick the box which best describes the ethnic group to which you belong. | |
| Black – Caribbean ⁪ | Indian ⁪ |
| Black – African ⁪ | Bangladeshi ⁪ |
| Black Other (please specify) ⁪ | Pakistani ⁪ |
| White ⁪ | Chinese ⁪ |
| White & Black Caribbean ⁪ | Asian Other (please specify) ⁪ |
| White & Black African ⁪ | White & Black Asian ⁪ |
| Other mixed (please specify) ⁪ |  |
| Male ⁪ Female ⁪ |  |

References

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| **Academic Referee** |
| Name  Position  Company/  Organisation  Address  Tel  Email |
| **Previous or Current Employer** |
| Name  Position  Company/Organisation  Address  Tel  Email |

**Please return your application form to:**

**Mrs Jo Ratcliffe**

**Wilsons Solicitors LLP**

**Alexandra House**

**St Johns Street**

**Salisbury**

**Wiltshire**

**SP1 2SB**

**Tel: 01722 412412**

**Email: jo.ratcliffe@wilsonsllp.com**

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| Under the General Data Protection Regulations the information you have provided above is known as your personal data. This form and any supporting documentation will be destroyed within 3 months if you are not short listed for interview, and 6 months if you are interviewed and not appointed.  We will process your personal data for our internal records and to assist in the selection for employment. We may also need to disclose your details to persons nominated as personal referees so that references may be obtained. |