**Application form for Training Contract**

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| PERSONAL INFORMATION (CONFIDENTIAL) | | | | |
| PERSONAL DETAILS | | | | |
| Name |  | | | |
| Address (Home) |  | | | |
|  |  | | | |
|  |  | | | |
| Address (Term) |  | | | |
|  |  | | | |
|  |  | | | |
| Contact details | Please mark preferred method of contact | | | |
| E-mail |  | | | |
| Telephone: |  | | | |
| Mobile: |  | | | |
| GENERAL |  | | | |
| Do you hold a current driving licence? |  | | | |
| Is it a full/provisional licence? |  | | | |
| Have you access to a car on a regular basis? |  | | | |
| If the job requires it (delete as appropriate) | | | | |
| Will you re-locate? |  | | | |
| Are you willing to travel? |  | | | |
| Are there any adjustments that may be required to be made should you be invited for interview?  If yes, please give details: | | | | |
| **Secondary Education** | | | | |
| Name of School(s) | From | | To | |
|  |  | |  | |
| **Examinations**  Please list all examinations taken | | | | |
| Subjects | | Grade | | Date |
|  | |  | |  |
| **Scholarships, awards or prizes at school** | | | | |
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| **University Education** | | | | |
| From | To | University attended | Degree undertaken | Grade |
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| --- | --- | --- |
| **Degree Examination Results** | | |
| Subject | Result | Date taken |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 (if applicable) |  |  |

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| **Scholarships awards or prizes at university** |
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| **GDL (if applicable)** | | |
| College | Level of achievement | Date completed |
|  |  |  |

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| --- | --- | --- |
| **Legal Practice Course** | | |
| College | Level of achievement | Date completed |
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| **What LPC options did you elect to study?** |
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| **Why did you choose to study these options?** |
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| **If you have completed the LPC, please state marks awarded** |
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| **Work Experience/employment** | | |
| Dates | Employer(s) | Work undertaken (give a brief description of the tasks you performed and the level of responsibility you were given) |
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| **Other hobbies and interests** |
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| **Outline overseas travel including any work undertaken abroad** |
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| **Where did you hear about Buss Murton Law LLP and why did you choose to apply to us?** |
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| **How many other applications have you made?** |
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| **Please give any additional information about yourself relevant to your application** |
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| --- | --- |
| **REFERENCES** | |
| Name and address of two referees (one of whom should be an academic referee) | |
| 1. | 2. |

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| **DATA PROTECTION STATEMENT** |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with the information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner, |

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| **DECLARATION** |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility, a probationary period, all of which must be deemed by the firm as satisfactory.  Signed : Date: |

To monitor applications and help ensure that we achieve our commitment to Equality and Diversity in the workplace, may we ask you to kindly complete the attached Equal Opportunities Monitoring Form. This information will be recorded and separated from your application form before the selection process begins.

**Equal opportunities monitoring form**

This section of the application form will be detached and used solely for monitoring purposes.

Buss Murton Law LLP recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

**Gender:** Male  Female  Transgender  Prefer not to say

**What age range do you fall within?**

19 and under  45 – 49

20 – 24  50 – 54

25 – 29  55 – 59

30 – 34  60+

40 – 44 Prefer not to say

**What is your ethnicity?**

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.

Please indicate your ethnic origin by ticking the appropriate box below.

Mixed – White and Black African

Mixed – White and Caribbean

Other Asian Background

Other Black background

Other Ethnic background

Other Mixed background

Other White background

If any ‘other’ category ticked, please specify if you wish:

White - British

White - Irish

Prefer not to say

Arab – Middle Eastern

Arab – North African

Asian or Asian British – Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Black or Black British – African

Black or Black British – Caribbean

Chinese

Japanese

Latin American

Mixed – White and Asian

**What is your sexual orientation?**

Gay man

Heterosexual/straight

Prefer not to say

Bisexual

Gay woman/lesbian

Other

Other

If any ‘other’ category ticked, please specify if you wish:

No religion

Prefer not to say

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

**What is your religion or belief?**

**Disability**

Definition of Disability – The Equality Act 2010 defines 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.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Yes

No

Prefer not to say

If yes, please state the nature of your disability or long term condition:

**Do you have a disability as defined in the Equality Act 2010?**