

**Legal Traineeship Application Form**

**(to commence September 2023)**

**Please return your completed form by email to** [**recruitment@murraybeith.co.uk**](mailto:recruitment@murraybeith.co.uk)

**Closing date: 30 September 2021 at 12pm**

# Employment Application

# Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | First | Last |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Post Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email\*: |  |

*\*Please provide a personal email address that will be valid up until September 2023\**

# Secondary Education

Please provide a list of subjects studied with dates, level and grades:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of School/ College** | **Date From** | **Date To** | **Subjects** | **Level** | **Grade** |
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# Further Education

|  |  |
| --- | --- |
| **Degree** |  |
| **University** |  |
| **From/To** |  |
| **Grade/ Predicted Grade** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Year Subjects** | **Result** | **Second Year Subjects** | **Results** |
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| **Third Year Subjects** |  | **Fourth Year Subjects** |  |
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| Please provide details of any other degrees or tertiary education qualifications including diplomas. Please specify the level and grade of qualification i.e. BA Business Studies - First Class Honours etc. |
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| Which aspects of your university studies have you found particularly interesting and why? (Maximum 200 words) |
|  |

# Work Experience

Please detail your work experience, indicating whether the post was paid or unpaid:

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| --- | --- | --- | --- |
| Name of Organisation | Role | Date From | Date To |
|  |  |  |  |

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| --- |
| Main duties |
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|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Role | Date From | Date To |
|  |  |  |  |

|  |
| --- |
| Main duties |
|  |

Please add more answer boxes if required.

Activities & Interests

|  |
| --- |
| Please detail your main extracurricular activities and interests. What do you feel you have contributed to them and learnt from them? Please mention any posts of responsibility. (Maximum 300 words) |
|  |

# Career choice

|  |
| --- |
| Explain what attracts you to the legal profession generally and to this firm in particular. What differentiates you from other applicants? (Maximum 300 words) |
|  |

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| --- |
| Do you have a preference for any particular fields or areas of law? If so, give details and reasons. (Maximum 300 words) |
|  |

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| --- |
| If there is anything else you would like to describe in support of your application e.g. prizes/awards gained, additional positions of responsibility held etc. please do so here. (Maximum 300 words) |
|  |

# References

|  |  |  |  |
| --- | --- | --- | --- |
| Give details of two personal referees able to provide further information should you be successful | | | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |

# Data Protection

I understand the information provided on this form will be processed by Murray Beith Murray for the purposes of this vacancy and I give my consent to that processing.

# Right to work in the UK

|  |  |
| --- | --- |
| Are you eligible to work in the UK? | YES NO |

# Arrangements for Interview

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| --- |
| If you are selected for interview, please tell us about any special arrangements you believe we could make to assist you to participate. |
|  |

# Advertisement

|  |  |
| --- | --- |
| How did you find out about this vacancy? |  |

# Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |