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**Legal Traineeship Application Form**

**(to commence September 2025)**

**Please return your completed form by email to** **recruitment@murraybeith.co.uk**

**Closing date: 15 September 2023 at 12pm**

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| **Employment Application** |
| **Applicant Information** |
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| **Personal Details** |
| **First Name** |  |
| **Last Name** |  |
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| **Address** |  |
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| **Phone** |  |
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| **Email\*** |  |
| \*Please provide a personal email address that will be valid up until September 2025 |

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| **Secondary Education** |
| Please provide a list of subjects studied with dates, level and grades |
| **Name of School/College**  |  |
| **Dates attended** |  |
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| **Subject** | **Level** | **Grade** |
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| **Further Education** |
| **University**  |  |
| **Degree** |  |
| **From/to** |  |
| **Grade/Predicted Grade** |  |
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| **First Year Subjects** | **Results** |
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| **Second Year Subjects** | **Results** |
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| **Third Year Subjects** | **Results** |
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| **Fourth Year Subjects** | **Results** |
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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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| If you have not yet completed the Diploma in Professional Legal Practice, when/where do you plan to complete this? |
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| If you have already completed the Diploma in Professional Legal Practice or are in the process of completing it, please explain your plans between now/ the completion of the Diploma and the commencement of your traineeship? |
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| **Work Experience** |
| Please detail your work experience, indicating whether the post was paid or unpaid |
| **Name of Organisation** | **Role** | **Date From** | **Date To** |
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| **Paid or unpaid** |  |
| **Main Duties** |
|  |
| **Name of Organisation** | **Role** | **Date From** | **Date To** |
|  |  |  |  |
| **Paid or unpaid** |  |
| **Main Duties** |
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| **List of other employers** |  |
| **From** | **To** | **Organisation** | **Role and brief description of duties**  | **Paid/Unpaid** |
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Please add more answer boxes if required.

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| Activities and 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).  |
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| **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, please 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) |
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| **Data Protection** |
|  | Y/N |
| 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. |  |
| **Criminal Offences** |
|  | Y/N |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?  |  |
| If ‘yes’ please provide details here |
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| **Right to work in the UK** |
|  | Y/N |
| Are you eligible to work in the UK? |  |
| **Arrangements for Interview** |
| If you are selected for interview, please tell us about any special arrangements you believe we could make to assist you to participate. |
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| **Advertisement** |
| How did you find out about this vacancy? |
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# 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 (please note, typed signatures are sufficient).

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| Signature: |  | Date: |  |