

**Legal Traineeship Application Form**

**(to commence September 2020)**

Please return your completed form

by email to [**recruitment@murraybeith.co.uk**](mailto:recruitment@murraybeith.co.uk) or by post to HR,

Murray Beith Murray, 3 Glenfinlas Street, Edinburgh, EH3 6AQ

**Closing date: 26 March 2020 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 2020\**

# 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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Further Education

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

|  |  |  |  |
| --- | --- | --- | --- |
| **First Year Subjects** | **Result** | **Second Year Subjects** | **Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Third Year Subjects** |  | **Fourth Year Subjects** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Please provide details of any other degrees or tertiary education qualifications including diplomas. Please specify the level and grade of qualification i.e. Business Studies BA – Degree First Class Honours etc. |
|  |

|  |
| --- |
| 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:

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

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

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

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

# Activities & Interests

|  |
| --- |
| Please detail your main extra-curricular activities and interests. What do you feel you have contributed to and got out of 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) |
|  |

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

|  |
| --- |
| Is 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): (Maximum 300 words) |
|  |

# References

|  |  |  |  |
| --- | --- | --- | --- |
| Give details of two personal referees able to provide further information to support your application. | | | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| E-mail |  | E-mail |  |

Data Protection - I understand the information provided on this form may be processed by Murray Beith Murray 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

|  |
| --- |
| 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: |  |