

**Legal Traineeship Application Form**

**(to commence September 2021)**

Please return your completed form by post to Emily Sandwith, HR Generalist,

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

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

Clsing date: 2 September 2019 @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 2021\**

## 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

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

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| --- | --- | --- | --- |
| **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 – Degree, 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** |
|  |

## Activities & Interests

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| --- |
| **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

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| --- |
| **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): (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

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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: |  |