

**Summer Internship Application Form**

**(to commence June 2020)**

**Please return your completed form by post to HR,**

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

**or by email to** **recruitment@murraybeith.co.uk**

**Closing date: 23 April 2020 at 12pm**

**Employment Application**

# Applicant Information

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| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
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| --- | --- | --- |
| Address: |  |  |
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| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *Post Code* |  |

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| --- | --- | --- | --- |
| 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:

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| --- | --- | --- | --- | --- | --- |
| **Name of School/ College** | **Date From** | **Date To** | **Subject** | **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** | **Result** |
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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. Business Studies BA -Degree, First Class 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 and indicate 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 and Interests

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| --- |
| Please detail any extra curricular activities and interests you feel are important. What do you feel you have contributed towards them and in return got out of them? Please mention any posts of responsibility. (Maximum 300 words)  |
|  |

# Career Choice

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| --- |
| If you are interested in a legal internship please detail here what attracts you to this profession generally and to this firm in particular. What differentiates you from other applicants and what you hope to gain from this experience? (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 you are interested in a non-legal role please detail here what area you are interested in and what attracts you to this firm in particular. Please also detail what you hope to gain from this experience and what differentiates you from other applicants. (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, additional positions of responsibility held etc.) please detail them here. (Maximum 300 words) |
|  |

# References

Please give details of two referees, one personal and one academic to provide further information to support your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal** |  | **Academic** |  |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |

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 participating.  |
|  |

# 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: |  |