Application for a training contract

Please complete this form and submit it to traineerecruitment@joelsonlaw.com together with a covering letter at the end of the form.

|  |
| --- |
| 1: PERSONAL DETAILS:  |
| Title Click here to enter text. |
| Surname Click here to enter text. |
| Forenames Click here to enter text. |
| Nationality Click here to enter text. |
| Address Click here to enter text. |
| Telephone number Click here to enter text. |
| Email address Click here to enter text. |
| Will you require a work permit? Yes [ ]  No [ ]  |
| 2: REFERENCES  |

 Please give the details of two referees. The firm will take these up if you are offered and accept a training contract.

Academic (1) Click here to enter text.

Name Click here to enter text.

Academic Institution Click here to enter text.

Address Click here to enter text.

Contact Number Click here to enter text.

Academic (2) Click here to enter text.

Name Click here to enter text.

Academic Institution Click here to enter text.

Address Click here to enter text.

Contract Number Click here to enter text.

3: SECONDARY EDUCATION

Name of school/s attended: Click here to enter text.

Please list public examinations you have taken in the fields below (including those in which you were not successful or which you re-sat).

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE Subject  | GCSE Grade | GCSE Subject  | GCSE Grade |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| AS Subject | AS Level Grade  | A Level / EBacc / IB Subject (Please distinguish) | A Level / EBacc / IB Grade  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

 4: UNDERGRADUATE STUDIES

University/College Click here to enter text.

Title of Course Click here to enter text.

Course Dates

Results expected/achieved Click here to enter text.

Please provide a full breakdown of subject and grades in each year of university studies (including those in which you were not successful or which you re-sat).

|  |  |
| --- | --- |
| Year | Subject (plus % or Classification e.g. 2:1) |
| 1 | Click here to enter text. |
| 2 | Click here to enter text. |
| 3 | Click here to enter text. |
| 4 | Click here to enter text. |

5: POST GRADUATE STUDIES (including GDL and LPC)

University/College Click here to enter text.

Course/Qualification Click here to enter text.

Course Dates

Result Click here to enter text.

University/College Click here to enter text.

Course/Qualification Click here to enter text.

Course Dates

Result Click here to enter text.

6: LANGUAGES

Please give details of your language skills and describe your level of proficiency as one of the following: *Bi-lingual, Business Level, Degree level, ‘A’ level, Conversational.*

|  |  |  |
| --- | --- | --- |
| Language | Verbal Proficiency | Written Proficiency |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

7: EMPLOYMENT

Please provide details of any previous employment, vacation work, or other courses undertaken in the field below. (Please limit this to 300 words per role).

8: ACTIVITIES AND INTERESTS

Please give details of your extra-curricular activities and responsibilities in the field below. Detail any personal achievements and your level of involvement. (Please limit this to 500 words).

Click here to enter text.

9: PERSONAL ATTRIBUTES (A)

We wish to assess your ability to solve problems and to deal with new tasks. With reference to your extra-curricular activities and/or your work experience, tell us about (Please limit each answer to 500 words):

 (1) A high point, i.e. a job, task, or project that you did well, including the skills that you used to achieve it and how you think this has benefited you.

Click here to enter text.

(2) In relation to a low point, i.e. something that did not go well, how you dealt with the experience and what you have learnt from it?

Click here to enter text.

PERSONAL ATTRIBUTES (B)

We wish to assess your ability to work in and contribute to a team. With reference to your extracurricular activities and/or your work experience, tell us about (please limit this to 500 words):

A team that you have worked in or organised, the skills you used when working in or organising the team and any difficulties you faced and how you overcame them.

Click here to enter text.

10: WHY JOELSON?

(1) How did you hear about Joelson (please limit this to 200 words)?

Click here to enter text.

(2) Why are you applying to Joelson (please limit this to 300 words)?

Click here to enter text.

The facts set out in this application form are, to the best of my knowledge, information and belief, true, accurate and complete.

In accordance with the Data Protection Act 1998, by submitting this application form you consent to personal data contained in this form and all further data relating to your application including interview notes, tests results, references and medical information being held and processed by authorised

officers of Joelson.

Print Name Date

Please submit your completed form and email this to traineerecruitment@joelsonlaw.com together with a covering letter.

Please also complete our Equal Opportunities form, attached.