**TRAINEE SOLICITOR APPLICATION FORM**

**September 2024**

Please complete all sections; a current CV may also be attached in support of your application. You should also submit a covering letter to supplement your application form. If you use additional sheets of paper, please attach all and mark with your name. All applications of employment will be treated in strict confidence.

**Please state how you found out about our training contract scheme** (eg website, legal fair etc)

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| **Personal Details** | | | |
| **Full name:**  (including middle names) |  | | |
| **Address:** |  | | |
| **Postcode:** |  | **Home telephone:** |  |
| **Email address:** |  | **Mobile number:** |  |
| **Do you require a permit to work in this country?** | | | **Yes/No** |
| **If yes, please state the expiry date of your right to work in the UK and/or your work permit** | | |  |
| **Have you ever been convicted of a criminal offence?**  (declaration subject to the Rehabilitation of Offenders Act, exc Solicitors) | | | **Yes/No** |
| **If yes, please give details:** | | | |

**EDUCATION & QUALIFICATIONS**

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| **Secondary Education** | | |
| **Name of school/college** | **Dates attended** | **Qualifications/grades**  **eg GCSEs/AS/A levels** |
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| **Undergraduate and Postgraduate Education** | | |
| **Name of university/college** | **Dates attended** | **Qualifications/grades**  (if you have not yet completed your degree studies, please list results to date) |
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| **If you have obtained a place on a legal practice course, where will you be studying?** | | |
|  | | |
| **Any courses attended or other specialised training not included above which you feel is relevant to this role** | | |
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**WORK EXPERIENCE**

**Please provide details of any previous employment (including vacation work and work experience).** Please continue on an additional sheet if necessary or refer to your attached CV.

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| **Details of previous employer** | | | |
| **Name of employer:** |  | | |
| **Brief outline of role:** |  | | |
| **Start date:** |  | **Date of leaving:**  (if appropriate) |  |
| **Reason for leaving:** | | |  |

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| --- | --- | --- | --- |
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| **Brief outline of role:** |  | | |
| **Start date:** |  | **Date of leaving:**  (if appropriate) |  |
| **Reason for leaving:** | | |  |

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| --- | --- | --- | --- |
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| **Name of employer:** |  | | |
| **Brief outline of role:** |  | | |
| **Start date:** |  | **Date of leaving:**  (if appropriate) |  |
| **Reason for leaving:** | | |  |

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| **Please provide details of any positions of responsibility you have held post school:** |
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| **Please provide details of your main extracurricular activities and interests, your level of involvement and why they are important to you** |
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| **Describe an achievement during the last 12 months, including any difficulties faced and how you overcame them** |
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| **Please indicate why you are interested in undertaking a training contract with Wake Smith and why you consider you have the necessary qualities to succeed** |
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| **Referees** | | | | | | | |
| Please give the names, addresses and telephone numbers of two referees, one of which should be an academic reference. Please do not give a friend or relative. References will only be taken up if we wish to consider your application further. | | | | | | | |
| **Name of first referee:** |  | | | | | | |
| **Job title:** |  | | | | | | |
| **Address:** |  | | | | | | |
| **Postcode:** |  | | | **Tel number:** |  | | |
| **Please tick one box:** | | | | | | | |
| Reference can be obtained now | |  | Reference can be obtained at offer stage | | |  | |
| **Name of second referee:** |  | | | | | | |
| **Job title:** |  | | | | | | |
| **Address:** |  | | | | | | |
| **Postcode:** |  | | | **Tel number:** |  | | |
| **Please tick one box:** | | | | | | | |
| Reference can be obtained now | |  | Reference can be obtained at offer stage | | |  | |
| **Declaration:** | | | | | | | |
| I declare that to the best of my knowledge and belief the information given on this application is true and correct. I understand that if appointed and it is subsequently discovered that any statement is false or misleading I may be dismissed from employment. I understand that an appointment if offered will be subject to satisfactory references.  Signed: ………………………………………………………………………………………………………………………..  Dated: \_\_\_/\_\_\_/\_\_\_ | | | | | | |

Please return your completed application form, equal opportunities monitoring form (attached) covering letter and supporting CV to: [HR@wake-smith.com](mailto:HR@wake-smith.com)

Alternatively, post to the address below marked for the attention of Kirsty Rhodes, HR Assistant.

Wake Smith Solicitors Limited

No 1 Velocity

2 Tenter Street

Sheffield S1 4BY**Equal opportunities monitoring form**

Wake Smith will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

We would therefore be grateful if you would complete the questions on this form to enable us to pro-actively monitor equality and diversity in our recruitment practices. This is absolutely no obligation for you to complete the form fully or at all.

All information will be treated in confidence and will not be seen by staff responsible for making decisions on appointments. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

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| **Post title:** |  | | |
| **Full name (please feel free to leave blank if you would prefer to do so)** |  | | |
| **1. Gender assigned at birth** | | | |
| Male | | |  |
| Female | | |  |
| Prefer not to say | | |  |
| **2. Which of the following best reflects how you would describe your gender identity?** | | | |
| Male | | |  |
| Female | | |  |
| In another way | | |  |
| Prefer not to say | | |  |
| **3. Does your gender identity align with the gender assigned to you at birth?** | | | |
| Yes | | |  |
| No | | |  |
| Prefer not to say | | |  |
| **4. Age** |  | | |
| **5. Marital status** | | | |
| Married or in a civil partnership | | |  |
| Single | | |  |
| Other | | |  |
| Prefer not to say | | |  |
| **6. What is your sexual orientation?** | | | |
| Bi/bisexual | | |  |
| Gay/lesbian | | |  |
| Heterosexual/straight | | |  |
| Other term | | |  |
| Prefer not to say | | |  |
| **7. Do you have any disabilities?**  YES/NO  This information is used only for monitoring purposes. If there is a need for reasonable adjustments to be made in the recruitment and selection process or as part of your employment, please discuss this with HR. | | | |
| **8. Ethnic origin**  (Relates to a sense of identity/belonging on the basis of race/culture, not place of birth or citizenship.)  I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): | | | |
| **A White:** | | | |
| British | | |  |
| English | | |  |
| Scottish | | |  |
| Welsh | | |  |
| Northern Irish | | |  |
| Irish | | |  |
| Gypsy or Irish Traveller | | |  |
| Prefer not to say | | |  |
| Other White background, please specify: | | |  |
| **B Mixed/Multiple ethnic groups:** | | | |
| White and Black Caribbean | | |  |
| White and Black African | | |  |
| White and Asian | | |  |
| Prefer not to say | | |  |
| Other Mixed/Multiple ethnic background, please specify: | | |  |
| **C Asian, Asian British:** | | | |
| Indian | | |  |
| Pakistani | | |  |
| Bangladeshi | | |  |
| Chinese | | |  |
| Prefer not to say | | |  |
| Other Asian background, please specify: | | | |
| **D Black, African, Caribbean, Black British:** | | | |
| African | | |  |
| Caribbean | | |  |
| Prefer not to say | | |  |
| Other Black, African, Caribbean background, please specify: | | |  |
|  |  |  |  |
| **E Other ethnic group:** | | | |
| Arab | | |  |
| Prefer not to say | | |  |
| Other ethnic group, please specify: | | |  |
| **9. Religion or belief** | | | |
| No religion or belief | | |  |
| Buddhist | | |  |
| Christian | | |  |
| Hindu | | |  |
| Jewish | | |  |
| Muslim | | |  |
| Sikh | | |  |
| Prefer not to say | | |  |
| Other, please specify: | | | |
| **Where did you see this post advertised?** | | | |
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| I hereby give my consent to Wake Smith processing the data supplied in this form for the purpose of equal opportunities monitoring in recruitment and selection, and if relevant, employment within the organisation. I acknowledge that my application will be treated the same whether or not I complete this form. I understand that I may withdraw my consent to the processing of this data at any time by notifying the HR department. | | | |
| Applicant's signature: Date: | | | |