|  |
| --- |
| **Training Contract Application** |

Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** |  | | **Title** |  |
| **Forenames** |  | | | |
| **Name known by** |  | | | |
| **Home Address** |  | | | |
| **Telephone No** |  | | | |
| **Mobile No** |  | | | |
| **E-mail Address** |  | | | |
| **Preferred method of contact** | |  | | |

|  |  |
| --- | --- |
| **Where did you see this position advertised?** |  |
| **Have you applied to Thackray Williams LLP before?** | **Yes / No** |
| **If yes position applied for and date of application:** |  |

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of University | **Degree** | **Grade Awarded** | **Start/Finish Dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**GDL:**

|  |  |
| --- | --- |
| **Where obtained** |  |
| **Grade Awarded** |  |
| **Pass Date** |  |

**LPC:**

|  |  |
| --- | --- |
| Where obtained |  |
| Core subjects |  |
| Elective subjects |  |
| Grade Awarded |  |
| Pass Date |  |

**(A-Level or equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | **Subjects** | **Grade** | **Pass date** |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**(GCSEs or equivalent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | **Subject** | **Grade** | **Pass date** |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## IT Skills

Please categorise experience: Advanced (A); Competent (B); Basic (C); No experience (D)

|  |  |  |  |
| --- | --- | --- | --- |
| **Word** | **Excel** | **Outlook/Teams** | **Internet** |
|  |  |  |  |

**Foreign Languages**

Please list any foreign language skills indicating level of proficiency

|  |
| --- |
|  |

**Scholarships/Awards/Prizes received**

Please list any of the above including any explanations

|  |
| --- |
|  |

## Employment History

We need to see evidence of your right to work in the UK. If a position is offered to you, we will require original documentation and will retain copies on your personnel file.

Please give details of your employment commencing with your most recent/current position including any work experience or vacation schemes.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name of employer  (or agency) | Position held | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Why do you want to train with us over our competitors?**

|  |
| --- |
|  |

**If you were a trainee at our firm, how would you get involved and make yourself stand out?**

|  |
| --- |
|  |

**What do you think are the top three characteristics required in a trainee solicitor?**

|  |
| --- |
|  |

**Why do you want to become a solicitor?**

|  |
| --- |
|  |

**If you were a film character who would you be and why?**

|  |
| --- |
|  |

## What are your hobbies and interests?

|  |  |
| --- | --- |
| Hobbies |  |
| Interests |  |

**Any additional information which you would like to mention**

|  |
| --- |
|  |

If you are offered a position, we will ask for details of two referees whom we will approach for references and any offer will be subject to a satisfactory basic DBS (Disclosures and Barring Service) check.

I declare that the information given is correct to the best of my knowledge.

Signature …………………………………………………….. Date……………………………………………..

All information given on this form will be treated in the strictest confidence.

Under the Data Protection Act our HR department will keep the information provided on this application form for a period of 12 months. When that period expires, this application form will be destroyed by way of confidential waste and we will not retain any of the information. If you do not wish us to do this or contact you to discuss any future employment please tick the box below.