A picture containing text, clipart

Description automatically generated

Training Contract Application   
  
Reading office

A picture containing text, indoor, living, window

Description automatically generated

**Training Contract Start Date  
(For Reading office location only)**

Start date applied for (tick all that apply):

September 2024:  
  
September 2025:

**Personal Details**

|  |  |
| --- | --- |
| First Name(s): |  |
| Surname: |  |
| Telephone Number(s): |  |
| Email Address: |  |
| Home Address: |  |

**Education**

|  |  |
| --- | --- |
| Name of School: |  |

Secondary Education: Qualifications Achieved:

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| --- | --- | --- |
| **Year Completed:** | **Subject:** | **Grade:** |
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**Further Education: Level Qualification Achieved:**

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| **Year Completed:** | **Subject:** | **Grade:** |
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**Higher Education:**

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| --- | --- |
| **Name of University/college/other:** |  |
| **Degree/course Title:** |  |
| **Predicted or attained:** |  |
| **Expected completion date:** |  |

**First Year Subjects and Results:**

|  |  |
| --- | --- |
| **Subject:** | **Exam Result (%):** |
|  |  |
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**Second Year Subjects and Results:**

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| **Subject:** | **Exam Result (%):** |
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**Third Year Subjects and Results:**

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| **Subject:** | **Exam Result (%):** |
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**If your degree/qualification is not law-based, have you taken the GDL or equivalent? If so, where and when did you take it?**

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**GDL (or equivalent) Results:**

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| **Subject:** | **Exam Result (%):** |
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| **Overall Grade:** |  |

**When and where will you take the LPC or SQE?**

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**If you have already completed the LPC or SQE, please complete the following (if applicable):**

|  |  |
| --- | --- |
| **Subject:** | **Exam Result (%):** |
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| **Overall Grade:** |  |

**Work Experience**

**Work Experience: Legal**

**Please list below any legal work experience you have undertaken:**

|  |  |  |
| --- | --- | --- |
| **Name of organisation:** | **Position:** | **Duties:** |
|  |  |  |

|  |  |
| --- | --- |
| **Dates (To and From):** |  |

**Work Experience: Non-Legal**

**Please list below any non-legal work experience you have undertaken:**

|  |  |  |
| --- | --- | --- |
| **Name of organisation:** | **Position:** | **Duties:** |
|  |  |  |

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| --- | --- |
| **Dates (To and From):** |  |

**Application Questions**

**Why are you applying to Clarkslegal for a training contract? What qualities would you bring to Clarkslegal?**

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**What is your greatest achievement to date and why?**

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**Describe yourself in 30 words:**

|  |
| --- |
|  |

**Do you have any links with Reading or the Thames Valley? If so, what are they?**

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**Other interesting things about you:**

**Criminal**

**Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring offence not resulting in a disqualification?**

**Yes No**

**If yes, please give details:**

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**Health**

**Section 6 of the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day to day activities.**

**Do you consider yourself to have a disability?**

**Yes No**

**If yes, please let us know whether there is any special help that you would like us to provide for you if you are invited for a face-to-face interview at our office or virtually or if you are offered a training contract:**

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**Are you in good health?**

**Yes No**

**If no, please give details below:**

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**Eligibility to work in the United Kingdom:**

**Do you require a permit to work within the United Kingdom?**

**Yes No**

**If yes, do you have a work permit?**

**Yes No**

**If yes, what is the expiry date?**

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**References**

**Please provide at least one academic referee and one from your previous/current employer or a personal reference from an individual that has known you for 3+ years:**

**Academic Referee:**

|  |  |
| --- | --- |
| **Name of Academic Referee:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Tel:** |  |
| **Email:** |  |

**Previous/ Current Employer or Personal Referee:**

|  |  |
| --- | --- |
| **Name of Referee and relationship to you:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Tel:** |  |
| **Email:** |  |

**Equal Opportunities**

Clarkslegal LLP is an equal opportunity employer. We endeavour to recruit the best candidate for this particular position. Our decisions are not affected by gender, race, nationality, ethnic or national origin, sexual orientation, religion or belief, age or disability (except to the extent that an applicant's disability requires us to provide assistance which we are able to provide). The Law Society requires us to monitor our applicants as a means of checking that we have set out the following questions to assist us in the process. Completion is entirely optional and your answers do not form part of your application. They will be used only to monitor the effectiveness of our equal opportunity policy.

|  |  |
| --- | --- |
| **Ethnic Origin/Nationality:** |  |
| **Gender:** |  |
| **Marital Status:** |  |
| **Sexual Orientation:** |  |
| **Religion or Belief:** |  |
| **Disability:** |  |
| **Age:** |  |

**Declaration**

To the best of my knowledge and belief, the information I have given above is correct. I understand that my application may be disqualified or, if I take up an offer of a training contract, disciplinary action may be taken if you have given any false information. I agree that Clarkslegal LLP may hold and use the information about me, contained in this application, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1988 and the Employment Practices Data Protection Code for the purposes of processing this application and for personnel purposes if an offer of employment is made.

|  |  |
| --- | --- |
| **Date Submitted:** |  |

**Thank you for taking the time to complete this form. Please return it to us via email (as an attachment) to hr@clarkslegal.com with ‘Clarkslegal Trainee Programme Application’ in the subject line.**

Training Contract Application Form 2022