**Trainee Application Form**



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| **APPLICANT DETAILS** | | | |
| Title |  |
| First Name |  | |
| Middle Name(s) |  | |
| Surname |  | |

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| --- | --- | --- |
| Current Address |  | |
|  |  | |
|  |  | |
| Post Code |  |

|  |  |
| --- | --- |
| Tel. (Daytime) |  |
| Tel. (Evening) |  |
| Mobile |  |
| Email |  |

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| Work permit required | Yes |  | No |  |

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| If ‘Yes’, do you have a work permit? | Yes |  | No |  |

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| Have you applied to BTO before? | Yes |  | No |  |
| If ‘Yes’, date of application. dd/mm/yyyy |  | | | | |

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| Do you have any connections with anyone at BTO? | Yes |  | No |  |
| If ‘Yes’, please confirm who, and the nature of your relationship. |  | | | | |
| Details and outcomes of previous applications | | | | | |
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| **SECONDARY SCHOOL EDUCATION** | | | | | |
| Institution |  | | | | |
| Dates Attended | From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Year | Subject | | | Grade | |
|  |  | | |  | |

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| **UNDERGRADUATE UNIVERSITY EDUCATION** | | | | | |
| Institution |  | | | | |
| Dates Attended | From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Degree Course |  | | | | |

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| Level of Degree e.g. 2/1 | |  | Attained | |  | Anticipated | |  |
| Year | Subject | | | Grade | | | Indicate if Resit | |
|  |  | | |  | | |  | |

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| PEAT 1 |  | | Attained |  | Anticipated | |  | |
| Institution (if known) |  | | Date Attained | | |  | |
| Dates Attended | From dd/mm/yyyy |  | To dd/mm/yyyy | | |  | |
| Other Degrees / Qualifications (include year attained) | | | | | | | | | |
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| **DISSERTATION DETAILS (If more than one, please specify)** |
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| **OTHER LANGUAGES** | | | | | | |
| Please list any languages in which you are competent, other than English | | | | | | |
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| **WORK EXPERIENCE (Do not use paper apart)** | | | | | |
| Organisation |  | | | |
| Position |  | | | |
| From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Responsibilities (350 character limit) | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation |  | | | |
| Position |  | | | |
| From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Responsibilities (350 character limit) | |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation |  | | | |
| Position |  | | | |
| From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Responsibilities (350 character limit) | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation |  | | | |
| Position |  | | | |
| From dd/mm/yyyy |  | To dd/mm/yyyy |  |
| Responsibilities (350 character limit) | |
|  | | | | |

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| **COMPETENCIES (1250 character limit per question)** | |
| Please give an example of a challenge that you have set yourself and describe how you have gone about achieving it. |
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| How have you responded to a difficult situation? |
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| Please provide details of any positions of responsibility that you have held or achievements of which you are proud. |
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| **ABOUT YOU (1250 character limit per question)** | |
| Why did you decide to study law? |
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| What was the reasoning behind your Honours subject choice? |
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| What would you consider to be the key skills needed by a solicitor? |
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| What is it about BTO that interests you? |
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| Why should we pick you? |
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| What interests do you have outside the law? |
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| Have you ever been convicted of a criminal offence or has any judgment been made against you by a court? | | Yes |  | No |  |
|
| If ‘Yes’, please provide details of the criminal offence(s) or judgment(s). | | | | | |
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| **REFEREE DETAILS** | | | |
|  | Academic Referee |  | Personal Referee |
| Name |  |  |  |
| Position |  |  |  |
| Organisation |  |  |  |
| Address |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Post Code |  |  |  |

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| --- | --- | --- | --- |
| Telephone |  |  |  |
| Fax |  |  |  |
| Email |  |  |  |

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| How does this person know you? |  |  |  |
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| I have permission to supply the details of this referee | Yes |  | No |  | Yes |  | No |  |
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| I grant permission for BTO to directly contact this referee | Yes |  | No |  | Yes |  | No |  |
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| **DATA PROTECTION STATEMENT** |

The information you provide in this application form will be held and processed by or on behalf of BTO Solicitors LLP relative to your application or future employment. This information will not be passed on to anyone outwith BTO Solicitors LLP. Applications will be retained by BTO Solicitors LLP for as long as is necessary for the stated purpose.

You have rights under data protection legislation to access your information and to ascertain the purposes for which it is processed.

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| **DECLARATION** |

By signing this form: (a) I agree that information I have provided in this application is true to the best of my knowledge and I understand that my employment may be terminated if I knowingly supply false information and

(b) I consent to the processing of this information as described in the Data Protection Statement above.

As you are completing your form online, sign by typing your name in the box below - this will be taken as a signature. Please date the application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**BTO is an equal opportunities employer.**

Please e-mail your completed form to **trainee@bto.co.uk**

or post to **HR, BTO Solicitors LLP, 48 St Vincent Street, Glasgow, G2 5HS**