

Trainee Application Form



APPLICANT DETAILS

Title _____

First Name _____

Middle Name(s) _____

Surname _____

Current Address _____

Post Code _____

Tel. (Daytime) _____

Tel. (Evening) _____

Mobile _____

Email _____

Work permit required Yes ☐ No ☐

If 'Yes', do you have a work permit? Yes ☐ No ☐

Have you applied to BTO before? Yes ☐ No ☐

If 'Yes', date of application. dd/mm/yyyy _____

What was the outcome of that application? _____

SECONDARY SCHOOL EDUCATION

Institution _____

Dates Attended

From dd/mm/yyyy _____

To dd/mm/yyyy _____

Year

Subject

Grade

--	--	--

UNDERGRADUATE UNIVERSITY EDUCATION

Institution _____

Dates Attended

From dd/mm/yyyy _____

To dd/mm/yyyy _____

Degree Course

Level of Degree e.g. 2/1

Attained

☐

Anticipated

☐

Year

Subject

Grade

Indicate if Resit

--	--	--	--

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)

--

DISSERTATION DETAILS (If more than one, please specify)

--

OTHER LANGUAGES

Please list any languages in which you are competent, other than English

--

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)

--

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)

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.

How have you responded to a difficult situation?

Please provide details of any positions of responsibility that you have held or achievements of which you are proud.

ABOUT YOU (1250 character limit per question)

Why did you decide to study law?

What was the reasoning behind your Honours subject choice?

What would you consider to be the key skills needed by a solicitor?

What is it about BTO that interests you?

Why should we pick you?

What interests do you have outside the law?

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).

--

REFEREE DETAILS

	Academic Referee	Personal Referee
Name	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Position	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Organisation	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Post Code	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Telephone	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Fax	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
How does this person know you?	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
I have permission to supply the details of this referee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
I grant permission for BTO to directly contact this referee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

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**