



# Trainee Application Form





# Trainee Application Form

## APPLICANT DETAILS

Title \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Contact Number \_\_\_\_\_

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, please note dates and details of previous applications (including work experience)

## SECONDARY SCHOOL EDUCATION

Institution \_\_\_\_\_

Dates Attended

From dd/mm/yyyy \_\_\_\_\_

To dd/mm/yyyy \_\_\_\_\_

Year

Subject

Grade

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

Year	Subject	Grade	Indicate if Resit

## DISSERTATION DETAILS (If applicable)

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**PEAT 1**

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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**LANGUAGES**

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

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**WORK/VOLUNTEERING EXPERIENCE (Do not use paper apart)**

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)

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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)

**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 (if relevant)?

What do you consider to be the key skills and attributes required 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 (include two)**

	Referee	Referee
Name	_____	_____
Position	_____	_____
Organisation	_____	_____
Address	_____	_____
	_____	_____
Post Code	_____	_____
Telephone	_____	_____
Email	_____	_____
How does this person know you?	_____	_____

I have permission to supply the details of this referee    Yes     No

Yes     No

I grant permission for BTO to directly contact this referee    Yes     No

Yes     No

\_\_\_\_\_

## 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. For further information, please see our [Privacy Policy](#).

## DECLARATION

By signing this form 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.

If 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](mailto:trainee@bto.co.uk)  
or post to **HR, BTO Solicitors LLP, 48 St Vincent Street, Glasgow, G2 5HS**