



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 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).

Do you have a full UK Driving Licence? Yes No

If 'Yes', do you have any existing endorsements? 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 _____

Level

Subject

Grade

Level	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

COMPETENCIES (500 character limit per question)

Describe the achievement of which you are most proud and the skills you demonstrated to achieve that achievement.

Please describe an experience where you have been part of a team and explain how your contribution helped produced a successful outcome.

ABOUT YOU (500 character limit per question)

Why do you want to work at BTO?

Are there any areas of the law in which you would like to specialise?

Describe the strengths you have that make you suited to a career as a lawyer at BTO.

What are your long-term goals with a legal career?

What interests do you have outside the law?

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