

TRAINEE APPLICATION FORM

YEAR_-----

(1) Office:	Applications will be considered for a traineeship with the firm. If successful you may be offered a place in either the Glasgow or the Edinburgh office.
(2) Full Name:	
(3) Address:	
(a) Term Time:	
(b) Home:	
Contact Telephone Number:	
Contact E-mail Address:	
Please indicate which address should be used for correspondence:	
(4) Date of Birth:	
(5) Education:	

<p>(a) School:</p> <p>(i) Name and address of Secondary School(s):</p>			
<p>(ii) Attendance dates: (Month and Year)</p>			
	Subject	Year Passed	Grade
<p>(iii) Exams passed: (including grades and year sat and passed)</p>			

<p>(b) University:</p> <p>(i) Name of University/ Universities attended,</p>	
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including dates (month and year):			
(ii) Degree(s) attained and to be attained: (including details of honours and class of Degree)			
(iii) Subjects sat throughout Degree (including dates taken, pass dates):	Subject	Year Taken	Date Passed

(iv) Details of any resits, including date(s)	
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(v) Reason(s) for resit(s)	
(vi) Details of any merits or prizes or exemptions.	
(vii) Subject matter of any dissertation:	

<p>(viii) Full details of any time spent living/working abroad (including, if applicable, location, University, dates, subjects sat and passed and language in which exams set):</p>	
<p>(viii) Diploma in Legal Practice</p> <p>(a) University sat/to sit:-</p>	

(b) Subjects taken:-

(c) If completed confirm passed and if resits supply details including date of resit/date passed/ reason for resit:-

(6) Details of Language skills:	Language	Spoken	Written
Please:- (i) assess level of ability on a scale of:- 1 (low) to 5 (high).			

<p>(ii) advise if based on school, university or other study and,</p> <p>(iii) supply dates of study, institution and passes.</p> <p>(iv) also indicate the basis on which you have assessed ability e.g. University courses, school, year abroad, travel abroad, etc.</p>			
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<p>(7) Details of Computer skills:</p> <p>Please:-</p> <p>(i) assess level of ability on a scale of:- 1 (low) to 5 (high).</p> <p>(iii) advise name of provider and location of course.</p> <p>(iii) supply dates of study and passes.</p>	
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<p>(8) Positions of responsibility held:</p>	<p>(a) School:</p>
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	(b) University:
	(c) Other:

(9) Details of any awards, prizes, etc.:	
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(10) Details of jobs held: (Temporary, Part-time, Full-time) including:- (i) dates, (ii) name and address of Employer (iii) job description and duties)	
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(11) Interests:	
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<p>(12) If you have completed your Degree, please detail activities since Graduation (with dates)</p>	
<p>(13) Why have you applied to this firm?</p>	
<p>(14) Have you applied to this firm previously?</p>	

If so, when? Please supply details, including date(s).

(15) What areas of law particularly interest you and why?

(16) Do you suffer from any medical condition of which you feel we should be aware?

(17) Do you have any unspent convictions?

If yes, please supply full details.

<p>(18) Please feel free to add anything at all which has not been covered above which you feel is relevant to your application.</p>	

<p>(19) Please:-</p> <p>(i) supply names and addressed of at least two independent referees (one an academic referee from the Law Faculty and the other an employer).</p> <p>We will contact referees to request a reference if an offer is to be made. Please make sure that they are aware of this. If references have not been provided by the time your application comes to be considered this may prejudice your application.</p>	
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(ii) Referees should not be related to you by birth or marriage.

(20) If you have any particular interview requirements please let us know.

PLEASE ENCLOSE THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM:-

- (1) A covering letter.
- (2) A handwritten note telling us more about yourself and your interests (this should be no longer than one side of an A4 sheet of paper).

These items should be sent to:-

**Mrs Morag McCracken
2 Blythswood Square
GLASGOW
G2 4AD.**

If you are sending your application by Document Exchange our address is DX.GW.11, Glasgow.

You should receive an acknowledgement of your completed Form, usually within one week. If you do not please contact Carolyn Scott:-

Tel: 0141 - 248 - 4672.

APPLICATIONS WHICH ARE INCOMPLETE MAY NOT BE CONSIDERED.

ANY OFFER OF EMPLOYMENT WHICH MAY FOLLOW WILL BE CONDITIONAL UPON YOU HAVING OBTAINED A BACHELOR OF LAWS DEGREE AND DIPLOMA IN LEGAL PRACTICE BY THE INTENDED START TIME.

IF AFTER YOU HAVE SUBMITTED AN APPLICATION TO US YOU ACCEPT A TRAINING PLACE ELSEWHERE PLEASE CONTACT MORAG McCRACKEN OR CAROLYN SCOTT TO WITHDRAW YOUR APPLICATION. THIS WOULD BE APPRECIATED BY THE FIRM AND ALSO OTHER APPLICANTS.