**BEFORE COMPLETING THE FORM, PLEASE SAVE THE FILE ON YOUR OWN COMPUTER/DISK. IF YOU NEED MORE SPACE, PLEASE INCLUDE FURTHER INFORMATION ON PAGE 11.**

Birkett Long LLP is interested in attracting applications from 2:1 (or higher) candidates who will have completed their LPC prior to the start date, preferably achieving a Commendation (or higher).

**PERSONAL PROFILE**

|  |  |  |
| --- | --- | --- |
| Title | Forename(s) | Surname |
|  |  |  |

|  |  |
| --- | --- |
| **HOME ADDRESS** | |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town |  |
| County |  |
| Post Code |  |
| Telephone Number |  |
| Mobile Number |  |
| Email |  |

|  |  |
| --- | --- |
| **TERM TIME ADDRESS** (please specify dates at this address) | |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Town |  |
| County |  |
| Post Code |  |
| Telephone Number |  |
| Mobile Number (if different from above) |  |
| Email (if different from above) |  |
| Dates at this address |  |

**INTERVIEW DATES**

|  |  |
| --- | --- |
| The dates for interviews are 20/21 August 2018. NO OTHER DATES WILL BE OFFERED. | YES |
| Are you available to attend on these dates? |  |

**EDUCATION**

List all public examinations taken (including those in which you were not successful)

|  |  |
| --- | --- |
| **SECONDARY SCHOOL** | |
| School name |  |
| Dates attended |  |

|  |  |
| --- | --- |
| **GCSE SUBJECTS** | **GRADE** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **COLLEGE** | |
| College or 6th Form School name |  |
| Dates attended |  |

|  |  |
| --- | --- |
| AS/A LEVEL SUBJECT(S) | Please indicate whether AS or A Level and grade |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

If you have international qualifications please state the full name of the equivalent qualification in the

relevant sections below and briefly explain the grading structure.

|  |  |
| --- | --- |
| **INTERNATIONAL** | |
| Organisation name |  |
| Dates attended |  |

|  |  |  |
| --- | --- | --- |
| Course Details | Qualification | UK Equivalent |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**UNDERGRADUATE EDUCATION RECORDS**

Please enter your subject information exactly as recorded on your official transcript. You must include all completed subjects.

|  |  |
| --- | --- |
| **DETAILS** | |
| Name of University |  |
| Month/Year Started |  |
| Month/Year Completed |  |
| Degree Undertaken |  |
| Grade/Predicted Grade |  |

|  |  |  |
| --- | --- | --- |
| Subject Name | Year | Result/Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Further Information** (reflecting your time at university, for example extra-curricular activities, groups, clubs, etc.) (200 words max): |
|  |

**POST GRADUATE EDUCATION**

|  |  |
| --- | --- |
| **COURSE 1 DETAILS** | |
| Name of University/College |  |
| Month/Year Started |  |
| Month/Year Completed |  |
| Degree/Qualification |  |
| Grade |  |

|  |  |  |
| --- | --- | --- |
| Subject Name | Year | Result/Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **COURSE 2 DETAILS** | |
| Name of University/College |  |
| Month/Year Started |  |
| Month/Year Completed |  |
| Degree/Qualification |  |
| Grade |  |

|  |  |  |
| --- | --- | --- |
| Subject Name | Year | Result/Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **COURSE 3 DETAILS** | |
| Name of University/College |  |
| Month/Year Started |  |
| Month/Year Completed |  |
| Degree/Qualification |  |
| Grade |  |

|  |  |  |
| --- | --- | --- |
| Subject Name | Year | Result/Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SKILLS & ACHIEVEMENTS**

|  |
| --- |
| **Scholarships, university awards or prizes**  Give full details (50 words max) |
|  |

|  |
| --- |
| **Personal attributes**  Give full details (50 words max) |
|  |

|  |
| --- |
| **Which areas of law have a special interest for you and why?**  (200 words max) |
|  |

|  |
| --- |
| **Why have you applied to Birkett Long LLP?**  (200 words max) |
|  |

|  |
| --- |
| **Why do you want to work in an Essex based firm?**  (200 words max) |
|  |

|  |
| --- |
| **Why should you be shortlisted for interview above other applicants?**  (200 words max) |
|  |

**LEGAL WORK EXPERIENCE**

Please set out details of your relevant work experience to date

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 1** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 2** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 3** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 4** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

**PAID/VOLUNTARY WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 1** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 2** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 3** | | | |
| Position | From | To | Current employer |
|  |  |  |  |

**Have you ever applied to Birkett Long LLP before?**

|  |  |  |
| --- | --- | --- |
| For work experience | Yes | No |
| If yes, what year? |  | |

|  |  |  |
| --- | --- | --- |
| For training contract | Yes | No |
| If yes, what year? |  | |

**DISABILITY**

Please complete the following section. This information is optional and is used solely for monitoring purposes.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day to day activities) | | |
| Yes | No | Decline to answer |

**EQUAL OPPORTUNITIES MONITORING FORM**

Birkett Long LLP is an equal opportunities employer. The following information will only be used for equal opportunities monitoring purposes.

|  |  |  |
| --- | --- | --- |
| Ethnic Origin / Nationality | | |
| White | Mixed | Asian |
| Black | Other | Prefer not to say |

**ANY ADDITIONAL RELEVANT INFORMATION** (500 words max)

Additional information in support of your application such as hobbies, interests, gap year experience, etc.

|  |
| --- |
|  |

**DECLARATION**

I declare that the information given on this form is true and accurate. I understand that if false information is given, my employment may be terminated.

Date:

Please check this box to denote your consent to the use of this form as outlined above.

Please note that the information contained in this application form will be used for recruitment purposes. If you are successful in obtaining a position it may form part of your personnel records.

**DON’T FORGET TO SAVE YOUR COMPLETED FORM FOR YOUR FUTURE REFERENCE.**

**ONCE COMPLETED, PLEASE SUBMIT YOUR FORM TO** [**graduate.recruitment@birkettlong.co.uk**](mailto:graduate.recruitment@birkettlong.co.uk%20) **BY**

**13 JULY 2018.**

**ALL OTHER ENQUIRIES SHOULD BE SENT TO** [**liz.omahony@birkettlong.co.uk**](mailto:liz.omahony@birkettlong.co.uk) **– NO APPLICATION FORMS SHOULD BE SENT TO THIS ADDRESS.**