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| **BEFORE COMPLETING THIS APPLICATION FORM, PLEASE ENSURE YOU SAVE THE DOCUMENT ON YOUR COMPUTER.** By completing this form, you agree:* You have attained a **2:1 or higher** university degree.
* You have, or will have completed, the LPC prior to the start date of the Training Contract – **1 September 2022.**
* If successful, you are available on the interview date of **7 September 2021** (no other dates will be offered)
 |

**PERSONAL PROFILE**

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| **Title** | **Forename(s)** | **Surname** |
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| **HOME ADDRESS** |
| Address Line 1 |       |
| Address Line 2 |       |
| Address Line 3 |       |
| Town |       |
| County |       |
| Post Code |       |
| Telephone Number |       |
| Mobile Number |       |
| Email |       |

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| **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 |       |

**EDUCATION**

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

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

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| **GCSE SUBJECTS** | **GRADE** |
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| **COLLEGE** |
| College or 6th Form School name |       |
| Dates attended |       |

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

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

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| Course Details | Qualification | UK Equivalent |
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**UNDERGRADUATE EDUCATION RECORDS**

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

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

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

**POST GRADUATE EDUCATION**

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

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

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

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| Subject Name | Year | Result/Grade |
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**SKILLS & ACHIEVEMENTS**

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

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

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

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

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

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| --- |
| **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 |
|       |       |       |  [ ]  |

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| **Organisation 2** |
| Position | From | To | Current employer |
|       |       |       |[ ]

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| **Organisation 3** |
| Position | From | To | Current employer |
|       |       |       |[ ]

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| **Organisation 4** |
| Position | From | To | Current employer |
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**PAID/VOLUNTARY WORK EXPERIENCE**

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

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| **Organisation 2** |
| Position | From | To | Current employer |
|       |       |       |[ ]

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| **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.

|  |
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|       |

**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.

**PLEASE REMEMBER TO SAVE YOUR COMPLETED FORM FOR YOUR FUTURE REFERENCE.**

**ONCE COMPLETED, PLEASE SUBMIT YOUR FORM TO** **graduate.recruitment@birkettlong.co.uk**  **BY**

**07 JULY 2021**

**ALL OTHER ENQUIRIES SHOULD BE SENT TO** **recruitment@birkettlong.co.uk** **– NO APPLICATION FORMS SHOULD BE SENT TO THIS ADDRESS**