Please complete all parts of this application form.

When completed this form should be submitted by email to **recruitment@trethowans.com**

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| Section 1: **Personal Details** |
| Title:  |   |
| First name: |   |
| Middle name: |   |
| Last name: |   |
| Known as: (if different from first name) |   |
| Phone number: |   |
| Email: |   |
| Contact address: |   |

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| Section 2: **Applying For** |
| Training contract 2025: | Choose an item. |
| Would you be interested in any Paralegal vacancies there may be in the meantime? | Choose an item. |

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| Section 3: **Your Application** |
| Have you previously applied to Trethowans LLP for any position? |  Choose an item. |
| If yes, please give details: |
|   |
| What connections do you have to the area? |
| [ ]  Family | [ ]  School | [ ]  University | [ ]  Postgraduate |  [ ]  Work currently |
| Please give details: |   |
| Do you require permission to work in the UK? |  Choose an item. |
| Do you have a full driving licence? |  Choose an item. |
| How did you hear about Trethowans LLP? |
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| Dates when you will not be available for interview: |
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| Section 4: **Secondary Education** |
| Please provide the name of the secondary school you attended and list the GCSE examinations (or equivalent) you have. |
| **Schools** |
| **Dates (mm/yy)** | **Name of School and Town** |
| **From** | **To** |
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| **GCSE or Equivalent Subjects** |
| **Subject** | **Grade** | **Year Taken** | **Level** |
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| Section 5: **Further Education** |
| Please provide the name of the Sixth Form/College you attended and list the A-Levels (or equivalent) you have. |
| **Name of Sixth Form/College and Town:** | Insert text here  |
| **Subject** | **Grade** | **Year Taken** | **Level** |
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| Section 6: **Higher Education / University** |
| University / College: |   |
| Dates: From: |   | To: |   |
| Degree subject: |   |
| Expected class of degree / class obtained:(please specify) |   |
| **Degree Modules** |
| For each year of your course, please list the subjects you have studied/have yet to study and the marks (as percentages) even if they do not count towards your final degree classification. Please mark which were chosen options, if any. |
| **Subject** | **% Grade** | **Year** | **Option** |
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| Section 7: **Postgraduate** |
| Please provide details of any second Degree, Masters and/or other Professional Qualification you have undertaken. In all cases please state the University/College attended, the dates of study and level/grade of qualification obtained. |
| University / College: |   |
| Dates: From: |   | To: |   |
| Subject: |   |
| Qualification: |   |
| Expected grade / grade obtained: (please specify) |   |
| Any further details: |   |

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| Section 8: **Law Society Examinations** |
| **Graduate Diploma in Law** |
| Please state the dates of the GDL course, where it was undertaken and your exam results (e.g. pass, commendation or distinction) or state if you are ‘exempt’. |
|   |
| If the GDL remains to be undertaken, when do you intend to start it and where? |
|   |
| **Legal Practice Course** |
| Please state the dates of the LPC course, where it was undertaken and your exam results (e.g. pass, commendation or distinction). Please also mark which your chosen electives were. |
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| If the LPC remains to be undertaken, when do you intend to start it and where? |
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| **Section 9: Re-sits** |
| Are there any important mitigating reasons why you feel that the exam results you have listed do not fully reflect your abilities? |
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| Section 10: **Language Skills** |
| Please list any languages you speak and grade your knowledge of these foreign languages (excluding English) as ‘Fluent’, ‘Fair’ or ‘Slight’ |
| **Language** | **Reading** | **Written** | **Oral** |
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| Section 11: **GAP Year(s)** |
| If you have taken a gap year(s) please provide details below. |
| **Dates** | **Activities** |
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| Section 12: **Work History** |
| Please indicate your work experience in chronological order, with the most recent first. |
| **Law Related Work Experience** |
| **Dates of work** | **Name of Firm/Practice and Location** | **Job Title and Experience Gained** |
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| **Other work experience and/or involvement in business of any kind** |
| **Dates of work** | **Name of business and location** | **Job Title and Experience Gained** |
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| Section 13: **Additional Information** |
| **Please answer the following questions in no more than 250 words for each.** |
| What attracts you to Trethowans LLP? |
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| Why do you want to become a Solicitor? |
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| Please tell us about an outstanding personal achievement which added value to either your academic or work environment. |
|   |
| Please give details of any prizes, scholarships, positions of responsibility and any other noteworthy achievements that will support your application. |
|   |
| Please tell us about all of your hobbies and interests. |
|   |
| Please tell us about your involvement in your local community and/or charities that you support. |
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| Do you have any other training contract applications outstanding with other Firms?  |  Choose an item. |
| If yes, please provide details: |   |

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| Section 14: **References** |
| Please provide us with the name, address and phone number of at least two references, one of whom should be an academic reference. |
| **Academic Referee** |
| Title and Full Name: |   |
| Position: |   |
| Company/Organisation: |   |
| Relationship to you: |   |
| Address: |   |
| Telephone: |   |
| Email: |   |
| **Employment Referee** |
| Title and Full Name: |   |
| Position: |   |
| Company/Organisation: |   |
| Relationship to you: |   |
| Address: |   |
| Telephone: |   |
| Email: |   |
| **Character Referee** |
| Title and Full Name: |   |
| Position: |   |
| Company/Organisation: |   |
| Relationship to you: |   |
| Address: |   |
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| Section 15: **Convictions** |
| Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring offence which did not result in disqualification)? |  Choose an item. |
| If yes, please give details: |   |
| Have you ever been subject to any proceedings/complaints initiated by the Law Society, the Solicitors Regulatory Authority or any other professional body? |  Choose an item. |
| If yes, please give details: |   |

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| Section 16: **Data Protection** |
| As part of the Trethowans recruitment process, the Firm will collect and process personal data relating to candidates. The Firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please [**click here**](https://www.trethowans.com/wp-content/uploads/2021/11/Trainee-Recruitment-Privacy-Notice-19.11.2021.pdf) to see the Data Protection Privacy Notice for Trainee Recruitment which explains what information the Firm will hold about candidates, how data is collected, used and shared during the recruitment process. |

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| Section 17: **Declaration** |
| *I hereby declare that the information that I have provided on this form is, to the best of my knowledge, true and accurate. I understand that any false statements or the withholding of any relevant information may lead to my application being rejected at any stage or termination of my training contract.* |
| Name: |   | Date: |   |

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| **Equal Opportunities** |

Trethowans LLP is committed to genuine equality of opportunity. All applicants will be treated on their merits regardless of their age, gender, relationship status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation.

In order to monitor the effectiveness of our Equal Opportunities Policy, and the diversity of those applying for roles with Trethowans LLP, we would ask you to provide the following information.

This form is optional, and you are not required to complete this as part of your application. This information will be used solely for the purposes of monitoring our equal opportunities policy and will have no impact upon your application for a Training Contract.

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| What is your **gender**? | Choose an item. |
| If you prefer to use your own gender identity, please provide it here: |   |
| What is your **ethnicity**? | Choose an item. |
| Other ethnic group: |   |
| What is your **sexual orientation**? | Choose an item. |
| Other sexual orientation: |   |
| What is your **religion or belief**? | Choose an item. |
| Other religion or belief: |   |
| **Disability** |
| The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities. |
| Do you consider yourself to have a disability according to the definition in the Equality Act? | Choose an item. |
| Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? | Choose an item. |
| **Socio-economic Background** |
| Did you mainly attend a state or fee paying school between the ages 11 – 18? | Choose an item. |
| If you changed your type of school during your education, or were educated partly in the UK and partly outside, please select the category that applied to your main place of education in the last two years of your education. |
| Were you the first generation in your family to go to University? | Choose an item. |
| **Caring Responsibilities** |
| Are you a primary carer for a child or children under 18? | Choose an item. |
| Do you look after, or give any help or support to family members, friends and neighbours or others because of either:- long terms physical or mental ill-health / disability- problems related to old age | Choose an item. |