



40, Great Charles Street, Birmingham, B3 2AT

APPLICATION FORM

TRAINING CONTRACT TO COMMENCE SEPTEMBER 2011

Please complete this form in black ink in full then return to Alexandra O'Toole, Human Resources Manager.

Please enclose a current photograph of yourself, this may be a passport sized photograph.

Please complete and return this application no later than **Thursday 1 October 2009**
Nb. Applications received after this date will not be considered.

1. Personal Details

Surname/Family Name :

Forename(s) :

Title (eg Mr, Mrs, Miss, Ms):

Known as (if different to forename):

Previous Surname (where applicable) :

Permanent Home Address (Including Postcode)

Telephone Number:

Address for Correspondence (If different from above)

Valid From: To:

Telephone Number:

E-Mail address:

Nationality:

Marital Status (Married, Single, Divorced, Separated):

5. **Post Graduate Study**

Institute:	From (MM/YY):	To (MM/YY):
Course Title;	Graduation Year;	
Grade/Award Expected;	Grade/Award Achieved;	

6. **Law Society Examinations**

If you intent to take or have taken your Law Society Examinations, please provide the details

Qualification;	Grade;
Provider;	
From (MM/YY);	To (MM/YY);

7. **Employment**

Please list your current and previous employment in chronological order, putting your present or most recent post first. Short periods of vacation work, unless they are particularly relevant to your proposed course, should be excluded.

Employment and Location	Position Held	From	To

8. **Any other relevant qualifications or experience**

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9. Have you applied to any other firms for a Training Contract ? if so please give details:

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10. General Details

Do you smoke	YES/NO
Do you have a clean driving Licence	YES/*NO FULL/PROVISIONAL
* if not clean please give details.	
Do you own a car	YES/NO

11. Health

Are you in good health	YES/NO
Do you have any disabilities which may affect your application	YES/NO
If you have answered Yes to the above question then please describe any disabilities and	
a. Any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job:	
b. Any reasonable adjustments that you feel should be made to the job itself which would Enable you to carry out the job:	

12. **Additional Information**

Please explain why you are pursuing a career in law. (max. 250 words)

What has influenced your decision to apply to Blakemores Solicitors ? (max. 250 words)

What contribution do you believe you could make to the firm as a trainee solicitor? Max.250 words

Please give an overview of your main hobbies, interests awards and achievements including voluntary work and outling positions of responsibility which you consider are relevant to this application. Max. 250 words

13. References

All applicants must provide details of two Referees one of whom should be an academic referee who is able to comment on your performance and capability with regard to the academic demands which were placed on you whilst you were studying at Degree or LPC Level.

Please enter details of your referees below :

Referee 1	Referee 2
Name	Name
Address	Address
Status	Status
Fax Number	Fax Number

14. Recruitment Policy.

It is the Firm's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of age, race, colour ,national origin ,sex, or marital status or disability.

Please note that in the event you are offered a Training Contract by the firm by the firm you will be asked to provide evidence of Identity.

15. Ethnic Origin

Please complete the equal opportunities monitoring form which accompanies this application form (please do not give your ethnic origin on this form)

16. Rehabilitation of Offenders.

Have you ever been convicted of a criminal offence (Declaration subject to the rehabilitation of Offenders Act). If so please give details.

14. Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.

Signed	Date
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Data Protection

Under the Data Protection Act the information provided on this application form will be kept on file in the HR Department. If you do not wish us to hold this information or contact you to discuss any future employment please tick the box.

Checklist

Please ensure you have enclosed the following with your application :

Current photograph of yourself

Ethnic Monitoring Form

Copies of relevant academic certificates

All documentation should be returned to :

Alexandra O'Toole
HR Manager
Blakemores Solicitors
40 Great Charles Street
Birmingham
B3 2AT

To be received by **NO LATER THAN THURSDAY 1 OCTOBER 2009**



EQUAL OPPORTUNITIES MONITORING FORM

In order to assess how well our Equal Opportunities Policy is working, Blakemores Solicitors monitors the process of staff selection.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer any of the questions, but you will appreciate that for our monitoring policy to be effective, we rely on you to complete the form.

If you do not wish to answer any question(s) this will not affect the handling of your application in any way.

ETHNIC ORIGIN*

(Please tick one of the following categories).

I would describe my ethnic origin as:-

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black – African | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black – Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Black – Other (please Specify) | <input type="checkbox"/> Asian Other (please specify) |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Other (please specify) |

***these categories were used for the 1991 census and are recommended by the Commission for Racial Equality. They do not refer to place of birth, citizenship or nationality but to the ethnic group to which you belong.**

Gender

I am male/female (delete as applicable).

Sexual Orientation

My Sexual Orientation is Heterosexual / Homosexual / Bi-sexual (delete as applicable).

Age

My date of birth is

Disabilities

I do/do not have any disabilities (delete as applicable).

*If you answer positively to the above, please specify any special requirements you may have.