Training Contract Application Form

This application can be handwritten or typed. Additional paper can be used where necessary. Please include a handwritten covering letter and return by post or email (scanned copy of letter) to:

Recruitment Team
Druces LLP
Salisbury House
London Wall
London EC2M 5PS

Tel: + 44 (0) 20 7638 9271
Fax: + 44 (0) 20 7628 7525
Email: recruitment@druces.com

Closing date for 2018 applications is 30 September 2016

Surname:	Title:
First Names:	
Home Address:	
Post Code:	
Telephone No.	
E-Mail:	
Mobile::	
Please indicate √ year you would like to join: March 2018 _____ September 2018 _____	
Do you require a work permit? Yes / No	
How did you find out about Druces LLP?	

RECORD OF WORK EXPERIENCE/EMPLOYMENT (PLEASE CONTINUE ON A SEPARATE SHEET)	
Date/Name of employer	Type of work/position held

EDUCATION/SECONDARY List all examinations taken, stating all results/grades.		
School(s) and date attended		
GCSE (or equivalent)	Grade	Year
'A' levels (or equivalent)	Grade	Year

UNDERGRADUATE EDUCATION			
College and/or university attended		Period of study and date passed	
Type of degree and subject(s)		Degree class awarded/expected (please indicate which)	
UNDERGRADUATE COURSES TAKEN - PLEASE LIST ALL SUBJECTS EXAMINED			
1st Year	Results	2nd Year	Results
3rd Year	Results	4th Year (if applicable)	Results
Projects and subsidiary subjects (give results if applicable)		Scholarships, prizes	
Postgraduate education (excluding LPC)			

College or university attended	Period of study and date passed
Type of degree and subject(s)	Degree class awarded/expected (please indicate which)
LEGAL PRACTICE COURSE	
College and/or university attended	Period of study, grade awarded and date passed
Courses/electives taken:	

Social, leisure and sporting activities and achievements, including positions of responsibility.
School
Higher Education
Other
Languages – indicate proficiency

Why have you have decided to apply to Druces LLP?

Any other information relevant to your application?

The information provided in this application form is for the sole use of Druces LLP.

However, for the purposes of the Data Protection Act 1998 ("the Act"), please confirm that you consent to the firm's processing of this personal data (which includes sensitive data as defined by the Act) by ticking on the line. ___

Signature: **Date:**

Druces LLP
EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Thank you for your assistance.

ABOUT THE VACANCY

Please state which job you have applied for and the closing date given for applications.

Job applied for: .....

Closing date for applications: .....

Where did you hear about this job (please tick)?

Newspaper (please specify)	☐	Friend	☐	Recruitment company	☐
Company website	☐	Other (please specify)	☐		

GENDER

What is your gender (please tick)?

Male	☐
Female	☐
Prefer not to say	☐

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

GENDER IDENTITY

Do you identify as transgender/transsexual?

Yes	☐
No	☐
Prefer not to say	☐

ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

A White:		**B Mixed race:**		**C Asian or Asian British:**	
British - English, Scottish or Welsh	☐	White and Black Caribbean	☐	Indian	☐
Irish	☐	White and Black African	☐	Pakistani	☐
Other White background	☐	White and Asian	☐	Bangladeshi	☐
		Other Mixed background	☐	Other Asian background	☐

D Black or Black British:		**E Chinese and other groups:**			
Caribbean	☐	Chinese	☐	Prefer not to say	☐
African	☐	Other ethnic group	☐		
Other Black background	☐				

AGE

What is your age (please tick)?

16–17	☐	18–21	☐	22–30	☐	31–40	☐	41–50	☐
51–60	☐	61–65	☐	66–70	☐	71+	☐	Prefer not to say	☐

SEXUAL ORIENTATION

How would you describe your sexual orientation (please tick)?

Heterosexual /	☐	Bisexual	☐	Prefer not to say	☐

straight			
Gay man	☐	Gay woman / lesbian	☐

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

	Yes	Partially	No
At home	☐	☐	☐
With colleagues	☐	☐	☐
With your manager	☐	☐	☐
At work generally	☐	☐	☐

RELIGION OR BELIEF

Please describe your religion or other strongly-held belief.

I would describe my religion or belief as:	
I have no particular religion or belief	☐
Prefer not to say	☐

DISABILITY

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes	☐	No	☐
Used to have a disability but have now recovered	☐	Don't know	☐
Prefer not to say	☐		