

### **Training Contract Application Form**

Please return this application together with a covering email to recruitment@druces.com

Your covering email should be no more than 500 words.

**Closing date for 2020 applications is 30 September 2018, 5pm**

Tel: + 44 (0) 20 7638 9271

Fax: + 44 (0) 20 7628 7525

Email: recruitment@druces.com

|  |
| --- |
| **MY PERSONAL DETAILS:** |
| Title: | Surname: |
| First name(s): | Middle initial: |
| Known as (if different from first name): |
| Email: |
| Permanent address: |
|  |
| Correspondence address (if different): |
|  |
| Mobile No.: |
| Landline No.:  |

|  |
| --- |
| **KEY INFORMATION:** |
| Applying for a Training Contract in:March 2020 September 2020[ ]  [ ]  |
| Have you achieved AAB (excluding general studies) at A-Level or equivalent exam? Please note you will be asked to provide evidence of this |  Yes No [ ]  [ ]  |
| Have you achieved a minimum 2:1 in your degree? Please note you will be asked to provide evidence of this |  Yes No [ ]  [ ]  |
| Do you require permission to work in the UK? |  Yes No [ ]  [ ]  |
| Have you previously applied to Druces LLP for any position? | Details: |
| Do you have any links or connections to Druces LLP? | Details: |
| How did you hear about Druces LLP? | Details: |

|  |
| --- |
| **Education (including a-levels and other secondary education)** List all examinations taken, stating all results/grades. |
| School(s) or College attended and dates: |
| GCSE (or equivalent): | Result/Grade: | Year: |
| ‘A’ levels (or equivalent): | Result/Grade: | Year: |
| UCAS tariff: | Score: |
| Baccalaureate total (if applicable): | Score: |
| **Undergraduate education** |
| College and/or university attended: | Period of study and date passed: |
| Type of degree and subject(s): | Degree class awarded: |
| **Undergraduate courses** **please list all modules TAKEN AND YOUR RESULTS** |
| 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 GDL/LPC)** |
| College or university attended: | Period of study:  |
| Type of degree and subject(s): | Degree class awarded/expected (please indicate which): |
| **GRADUATE DIPLOMA IN LAW (GDL) / LEGAL PRACTICE COURSE (LPC)** |
| College and/or university attended: | Period of study and grade awarded/expected: |
| Courses/electives taken (please provide marks and grades): |
| Have you ever had to re-sit an exam(s)? If yes, which exam(s) and what was the outcome? |
| Are there any mitigating reasons why you feel that the exam results you have listed, do not fully reflect your abilities? |

|  |
| --- |
| **LANGUAGES AND PROFICIENCY (written and spoken skill)** |
|  |
| **EXTRA CURRICULAR ACTIVITIES (please list your interests and activities)** |
|  |
| **POSITIONS OF RESPONSIBILITY** |
|  |

|  |
| --- |
| **work HISTORY (please indicate any legal experience first and include any other work experience)** |
| Name of employer: | Position: | Dates: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| As one of the oldest law firms in the city, how do you think Druces maintains a competitive edge? |
| Explain your interest in pursuing a legal career at a city law firm. |
| Explain your interest in Druces. |
| Additional information relevant to your application (if appropriate): |

|  |
| --- |
| Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motor offence not resulting in disqualification)? Yes No[ ]  [ ] If Yes, please provide details in the space below:Have you ever been subject to any proceedings/complaints initiated by The Law Society, the Solicitors Regulation Authority or any other professional body?Yes No[ ]  [ ] If Yes, please give details:Are you a member of a professional/regulatory body other than the SRA in the UK or any other body?Yes No[ ]  [ ] If Yes, please give details:Have you ever been under investigation for any matters criticised, censured, suspended or the subject of any disciplinary activity by a professional/regulatory body?Yes No[ ]  [ ] If Yes, please give details: |

|  |
| --- |
| **REFERENCES** |
| Academic Reference Details:Name:Position:Institution name:Email:Contact number: | Current / Previous Employer Reference Details:Name:Position:Institution name:Email:Contact number: |
| By signing this application, I confirm that all information given is true and correct to the best of my knowledge:**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 / straight |[ ]  Bisexual |[ ]  Prefer not to say |[ ]
| 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.

|  |  |  |
| --- | --- | --- |
| Agnostic |[ ]  Atheist |[ ]  Bah’ai |[ ]
| Buddhist |[ ]  Christian – Catholic |[ ]  Christian – Protestant |[ ]
| Christian – Other |[ ]  Hindu |[ ]  Humanism |[ ]
| Jain |[ ]  Jewish |[ ]  Muslim |[ ]
| Pagan |[ ]  Sikh |[ ]  Rastafarian |[ ]
| Scientologist |[ ]  Shinto |[ ]  Zoroastrian |[ ]
| No religion or belief |[ ]  Prefer not to say |[ ]  Any other religion or belief |[ ]

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 |[ ]    |