Training Contract Application Form 2017

Once completed this form should be submitted together with a CV and supporting statement describing why you have decided on a career as a solicitor and why you are seeking a training contract with Girlings. Applications will be accepted by either e-mail or post no later than 30th September 2016 as follows:

E-mail:
judithneenan@girlings.com

Postal applications should be sent to:
Judith Neenan, HR Manager
Girlings Solicitors
16 Rose Lane
Canterbury
Kent CT1 2UR

PERSONAL DETAILS

Surname		Forename(s)	
Title		Preferred Name	

Home Address	Term Address
Dates at this address:	Dates at this address:

Home Telephone		Term Telephone	
Mobile Telephone		Email Address	
Nationality		Do you need a Work Permit?	YES/NO

Please tell us how you heard about Training Contracts with Girlings
☐ Website ☐ Training Contract and Pupillage Handbook ☐ Other……

EDUCATION

SECONDARY EDUCATION

Date		Establishment Name & Address
From	To	

EXAMINATIONS
Please list all examinations taken (including those in which you were not successful or which you re-sat)

Dates	GCSE Subjects (or equivalent)	Grades

Dates	A-Levels (include AS Level)	Grades

HIGHER EDUCATION

Name of degree course	Overall Result (if known)

Name of University/College	Dates of course

DEGREE EXAMINATION RESULTS
Please list below the result achieved in each subject

Subjects	Result	Date Taken
Year 1		
Year 2		
Year 3		
Year 4 ***(if applicable)***		

WORK EXPERIENCE – Please provide details of any full-time employment, vacation work, sandwich/industrial training and any relevant courses you have attended.		
Dates	**Name & Address**	**Nature of Work**

ADDITIONAL INFORMATION – Please use this space or a separate sheet, to tell us more about the skills you have acquired via extra curricular activities, clubs/association memberships, voluntary work etc., which you would like us to consider as part of your application.

REFERENCES

Name and address of two referees (*one of whom should be an academic referee)*

Referee 1	Referee 2

Do you know anyone who works at Girlings:
If yes, please state who and give details:

I confirm that the information given on this form is accurate and complete. I understand that if any information contained in this application is false or misleading, any offer of employment will be retracted or terminated.

The Data Protection Act 1998 regulates the use of information about an individual and requires that any person, firm or company who is to use information about an individual first obtains the consent of the individual. GIRLINGS will use and retain for as long as is appropriate the information you provide in this form to assess your eligibility for employment, provided you have first given your consent.

I consent to the processing and retention of personal data and confirm that the above statements are true to the best of my knowledge and that no material facts have been omitted.

Signed: **Date:**