Whitehead Monckton
the Kent law firm

TRAINING CONTRACT APPLICATION FORM

PERSONAL INFORMATION (CONFIDENTIAL)

Title (please circle) Mr / Mrs / Miss / Ms
Surname
Forename(s)

Home address
Postcode
Term time address
Postcode

Home telephone number
Term time telephone number
Mobile telephone number
Email address

Date of birth
National insurance number

GENERAL

Do you hold a full current driving licence? (please circle) Yes / No

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SECONDARY EDUCATION

Establishment name
Establishment address

Qualifications	
Subject	Grade

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FURTHER EDUCATION

Details of any further education before university/college

UNIVERSITY/COLLEGE EDUCATION

Establishment name
Establishment address
Degree or Course studied
Grade (please state if actual or predicted)

Establishment name
Establishment address
Degree or Course studied
Grade (please state if actual or predicted)

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LEGAL PRACTICE COURSE

Have you completed your LPC? (please circle) Yes / No

Establishment name
Establishment address
Electives studied
Date of completion
Grade

If you have answered no, do you have a reservation? (please circle) Yes / No
If you have answered yes, please give details below

Establishment name
Establishment address
Start date

EMPLOYMENT/WORK EXEPRIENCE

Please provide details of your current employment
Employer's name
Job title
Dates (from and to)
Main responsibilities

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EMPLOYMENT/WORK EXPERIENCE HISTORY

Please provide details of your previous employment
Employer's name
Job title
Dates (from and to)
Main responsibilities

Previous employment continued
Employer's name
Job title
Dates (from and to)
Main responsibilities

Previous employment continued
Employer's name
Job title
Dates (from and to)
Main responsibilities

Please use continuation sheet if required

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ADDITIONAL INFORMATION

Details of any scholarships, awards or prizes at school or university

Please use continuation sheet if required

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Details of any recreational interests, hobbies, skills, achievements or positions of responsibility

Please use continuation sheet if required

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Please give any additional information about yourself which you feel would support your application, such as particular reasons for applying to Whitehead Monckton

Please use continuation sheet if required

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DECLARATION

Before signing, please carefully check that all the information you have provided on this application form is accurate. **For your information, all details provided on this application form will form the basis of your personnel record.** ***I certify that the information I have provided on this form is, to the best of my knowledge, true and complete. I understand that if any details are found to be false, any offer of employment may be withdrawn or my employment terminated.***	
Signature:	**Date:**

Data protection Act 1998

The firm needs to collect and use certain types of information about candidates as part of its recruitment and selection process. The firm will hold such information on file only as long as it is considered necessary to fulfil the purposes for which it was obtained and to process (including disposing and destroying) it in accordance with the eight data protection principles and any other requirements of the Act and any other procedures laid down by the firm for other purpose from time to time. The firm will take all reasonable precautions at all times to ensure that the details recorded are correct and will guard information against any unauthorised access and use.