**PARKER BULLEN APPLICATION FORM**

Please specify whether you are applying for work experience or a training contract and when you want to join us. Please note that applications for work experience will automatically be considered for training contracts.

Work Experience Easter/Summer (please delete as appropriate) \_\_\_\_\_\_\_\_ (insert year)

Training Contract commencing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert date)

|  |
| --- |
| Title |
| First Name |
| Surname |
| Name by which you prefer to be known |
| Email address |
| Mobile Phone number |
| Permanent Address |
| Dates at this address  From To |
| Term time or correspondence address |
| Dates at this address  From To |
| Dates when you are not available for interview |
| Do you have any connections with the area around Salisbury and Andover where our offices are based? Please tick.   |  |  |  |  | | --- | --- | --- | --- | | School |  | University |  | | Post graduate |  | Work experience |  | | Family |  | Other |  |   Please give relevant details. |
| How did you hear about Parker Bullen? |

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| Name and address of schools attended | Dates attended | |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| GCSE or equivalent: | | |
| List all subjects taken | Grade | Year taken |

|  |  |  |  |
| --- | --- | --- | --- |
| A/AS level or equivalent: | | | |
| List all subjects taken | Level \* | Grade | Year taken |

\* please specify if your qualification is A level, AS level, Scottish Higher, Baccalaureate or other A level equivalents

**Higher Education, not including CPE/GDL or LPC study**

|  |  |  |
| --- | --- | --- |
| Name and address of university or further education establishments attended or currently attending | Dates attended | |
| From | To |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| First Degree Subject |  | |
| Course Title (e.g BA/BSc) |  | |
| Degree result |  | Is this result awarded or predicted? |

|  |  |  |
| --- | --- | --- |
| First Year  List all subjects taken | Grade or % result | Year taken |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Second Year  List all subjects taken | Grade or % result | Year taken |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Third Year  List all subjects taken | Grade or % result | Year taken |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Fourth Year  List all subjects taken | Grade or % result | Year taken |
|  |  |  |

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| --- |
| Do you feel your results are a fair reflection of your ability?  If not, please give details |

|  |  |  |
| --- | --- | --- |
| Post Graduate Study (non GDL/LPC) | | |
| Course Title | Eg MSc/LLM | |
| Result |  | Is this result awarded or predicted? |
| Further details if necessary | | |

**CPE/GDL**

If your degree is a non-law degree, when and where will you study for the GDL or, if you have completed the CPE/GDL already, please give details.

|  |  |
| --- | --- |
| Dates From: | To |
| Name and location of CPE/GDL provider | |
| If you have completed the GDL, what was your final result? | |

**LPC**

When and where will you take the Legal Practice Course (LPC) or, if you have completed the LPC already, please give details.

|  |  |
| --- | --- |
| Dates From | To |
| Name and location of LPC provider | |

|  |  |  |
| --- | --- | --- |
| GDL/LPC results  Please list only those subjects upon which you have been examined to date and results obtained (add additional sheet if necessary) | | |
| Course | Subject | Result/Grade/% |
|  |  |  |

**Work History**

Please list your work experience in chronological order and specify whether your experience was in the legal sector

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to | Law  related?  Yes/No | Employer  name and location | Brief details, position and duties |
|  |  |  |  |

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| --- |
| Why do you want to become a solicitor? (max 200 words) |
| What attracts you to Parker Bullen? (max 200 words) |
| What 2 characteristics, aside from legal knowledge, do you think are essential for solicitors to have and how can you demonstrate that you have these skills? (max 200 words) |
| What activities do you take part in outside academic study or work? (max 200 words) |

|  |
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| Please tell us about any prizes, scholarships, noteworthy achievements or positions of responsibility which may support your application |
| Have you taken a gap year? Describe your experiences (max 200 words) |

|  |
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| Have you previously applied to Parker Bullen?  If so, please give details |
| Do you have any links with Parker Bullen?  If so, please give details |
| Do you require a work permit to work in the UK? Yes/No (pleased delete as applicable) |
| Do you require any reasonable workplace adjustments should you be invited to interview or if you are offered a training contract? Please attach further details if necessary. |

|  |
| --- |
| Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)? |

|  |
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| Have you ever been subject to any proceedings/complaints initiated by the Law Society, the SRA, an educational establishment or any other professional body?  If yes, please give details |

**Referees**

|  |
| --- |
| **Academic Referee** |
| Title |
| First name |
| Surname |
| Position |
| Organisation |
| Relationship to you |
| Address |
| Telephone |
| Email |

|  |
| --- |
| **Second Referee**  (Previous/current employer or professional person who has known you for at least 2 years. This person should not be a relative.) |
| Title |
| First name |
| Surname |
| Position |
| Organisation |
| Relationship to you |
| Address |
| Telephone |
| Email |

**Equality and Diversity (optional information**)

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| --- |
| Equal Opportunities  Parker Bullen is committed to meeting the commitments set out in its equality policy. As part of this, all applications will be treated equally regardless of age, ethnic origin, gender, race and sexual orientation. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce as part of encouraging equality and diversity.  We need your help and co-operation to monitor this information, but filling in this section of the form is voluntary. The information you provide will stay confidential, will not be available to those shortlisting candidates, will be stored securely and limited to only some staff in our Human Resources team. |

Ethnicity

|  |  |  |  |
| --- | --- | --- | --- |
| Please tick the box which best describes the ethnic group to which you belong | | | |
| Black – Caribbean |  | Indian |  |
| Black – African |  | Bangladeshi |  |
| Black - other (please specify) |  | Pakistani |  |
| White |  | Chinese |  |
| Mixed -White and black Caribbean |  | Asian other (please specify) |  |
| Mixed - White and black African |  | Mixed - White and black Asian |  |
| Other mixed (please specify) |  |  |  |

Gender

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Prefer not to say |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Birth |  | Prefer not to say |  |

**Disability**

|  |
| --- |
| The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities  Do you consider yourself to have a disability according to this definition? Yes/No |
| Are your day to day activities limited because of a disability or long term health condition? Yes/No |

Should you be invited to interview, we will ask you to sign this form as confirmation that all the information you have included is true and an accurate representation of your achievements.

Please return your application form to Debbie Sansome,

[debbie.sansome@parkerbullen.com](mailto:debbie.sansome@parkerbullen.com)

Parker Bullen

45 Castle Street

Salisbury

SP1 3SS

01722 412000

*This form and any supporting documentation will be destroyed within 3 months if you are not short listed for interview, and 6 months if you are interviewed and not appointed. We will process your personal data for our internal records and to assist in the selection for employment.  We may also need to disclose your details to persons nominated as personal referees so that references may be obtained. Our fair processing notice can be viewed on our website at www.parkerbullen.com.*