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| JORDANS SOLICITORSApplication for Training Contract | |  |
| **TO BE COMPLETED BY ALL APPLICANTS. (Please use black pen or type)**  Please return the completed form to recruitment@jordansssolicitors.co.uk | | |
| **PERSONAL DETAILS** | | |
| Title |  | |
| Forenames |  | |
| Surname |  | |
| Have you made a previous application? If so when? |  | |
| How did you hear about Jordans? |  | |
| **CONTACT DETAILS** | | |
| Home Address |  | |
| Telephone Numbers |  | |
| Term Address |  | |
| Telephone Numbers |  | |
| Email Address |  | |

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| **EDUCATION** | | | |
| Secondary Education | | | |
| From: | To: | Name of School / College: | Town: |
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| GCSE Examinations (or equivalent) Taken | | | |
| Date: | Level: | Subject: | Grade: |
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| AS/A Level Examinations (or equivalent) Taken | | | |
| Date: | Level: | Subject: | Grade: |
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| Higher Education | | | | |
| From: | To: | Name of College / University: | | Title of Course: |
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| Subjects Taken | | | | |
| Date: | | Subject: | | Result: |
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| **Overall Degree and Class Obtained**  **Please circle** | | | 1st , 2:1, 2:2, 3rd | |

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| Legal Practice Course | | |
| **Institution Name:** | | |
| Date: | | |
| What options have you taken / do you intend to take? | | |
|  | Subjects: | Result (if applicable): |
| **First Year** |  |  |
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| **Second Year** |  |  |
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| **Overall Result**  **Please circle** | Distinction, Commendation, Pass | |

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| Postgraduate Study | | |
| Please give details of any postgraduate study undertaken. | | |
| From: | To: | Name of Institution |
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| Additional | |
| Please indicate any IT skills you have. |  |
| Please indicate any areas of law in which you would like to specialise and explain why.  If you have not decided please indicate which areas you wish to cover during your training contract and explain why. |  |

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| **WORK EXPERIENCE**  (please start with the most recent post first and work backwards) | | | |
| Dates | Company Name | Job Title | Type of Work / Duties |
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| **ADDITIONAL INFORMATION** |
| Please mention any posts of responsibility or achievements and any additional information about yourself which you consider relevant to your application. |

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| **GENERAL INFORMATION** |
| Please explain why you have applied to Jordans Solicitors. |

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| **ANTI-DISCRIMINATION – Trainee Solicitor Application** |
| Jordans is committed to an anti-discrimination policy and as such is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. In order to ensure the effectiveness of this policy it is necessary to collect information from all applicants on key factors that relate to equality in employment.  Neither the manner in which you respond to this request for information nor the answers you provide will have any bearing on the way your application is considered. Enclosing this form in a separate envelope marked “Equality Monitoring” with your application will ensure that it can be opened and dealt with separately.  The information provided will be entered on confidential databases within Jordans and will only be analysed in an anonymous statistical format. |

What is your gender Male □ Female □ Prefer not to say □

The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the definition in the Equality Act?

Yes □ No □ Prefer not to say □

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes, limited a lot □ Yes, limited a little □ No □ Prefer not to say □

What is your ethnic group?

Asian / Asian British

|  |  |
| --- | --- |
| Bangladeshi |  |
| Chinese |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background |  |

Black / Black British

|  |  |
| --- | --- |
| African |  |
| Caribbean |  |
| Any other Black background |  |

Mixed / multiple ethnic groups

|  |  |
| --- | --- |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| White and Chinese |  |
| Any other Mixed / multiple ethnic background |  |

White

|  |  |
| --- | --- |
| British / English / Welsh / Northern Irish / Scottish |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background |  |

Other ethnic group

|  |  |
| --- | --- |
| Arab |  |
| Any other ethnic group |  |

Prefer not to say

|  |  |
| --- | --- |
| Prefer not to say |  |

What is your religion or belief?

|  |  |
| --- | --- |
| No religion or belief / Atheist |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

What is your sexual orientation?

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman/lesbian |  |
| Heterosexual/straight |  |
| Other |  |
| Prefer not to say |  |

Did you mainly attend a state or fee paying school between the ages 11 – 18?

|  |  |
| --- | --- |
| UK state school |  |
| UK Independent/Fee-paying School |  |
| Attended school outside the UK |  |
| Prefer not to say |  |

If you changed your type of school during your education, or were educated partly in the UK and partly outside, please select the category that applies to your main place of education in the last two years of your education.

If you went to University (to study a BA, BSc course or higher), were you part of the first generation of your family to do so?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Did not attend University |  |
| Prefer not to say |  |

Are you a primary carer for a child or children under 18?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

* Long-term physical or mental ill-health / disability
* Problems related to old age?

(Do no count anything you do as part of your paid employment)

|  |  |
| --- | --- |
| No |  |
| Yes, 1 – 19 hours a week |  |
| Yes, 20 – 49 hours a week |  |
| Yes, 50 or more hours a week |  |
| Prefer not to say |  |

If you look after more than one person, please total the hours spent caring for both or all individuals and select the correct category for the total number of hours.