

# Barcan+Kirby

## Trainee recruitment application



**Please note** all candidates are treated equally regardless of their age, gender, sexual orientation, marital status, race, ethnic origin, religious belief or disability.

### Personal details

(block capitals or typescript)

Title	First name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Telephone number	Email	
<input type="text"/>	<input type="text"/>	

### Education

Secondary Education subjects	Dates	Grades achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>
Higher Education subjects	Dates	Grades achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Work experience

Organisation

Dates

Position

Responsibilities

Organisation	Dates	Position	Responsibilities

## Key achievements

Please describe your key achievements

## Charitable + extra curricular activities

Please detail any societies, clubs or extracurricular activities in which you've been involved within the last four years and positions of responsibility held.

## Covering letter

Please prepare a covering letter that should include:

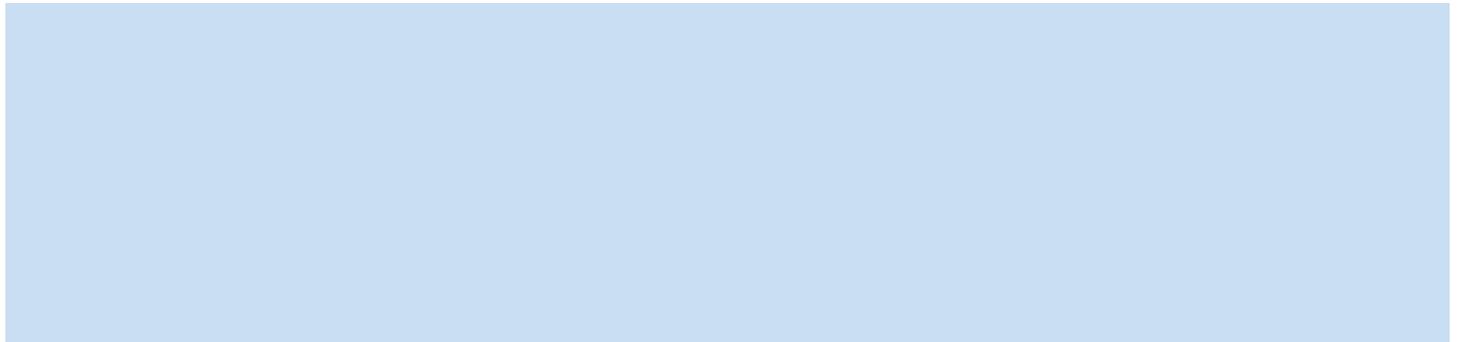
- + Why do you want to become a solicitor?
- + Why have you applied for a training contract with Barcan+Kirby?
- + In which areas of practice are you most interested and why?
- + What qualities do you have that you feel will enhance your role as a solicitor?

## Questions

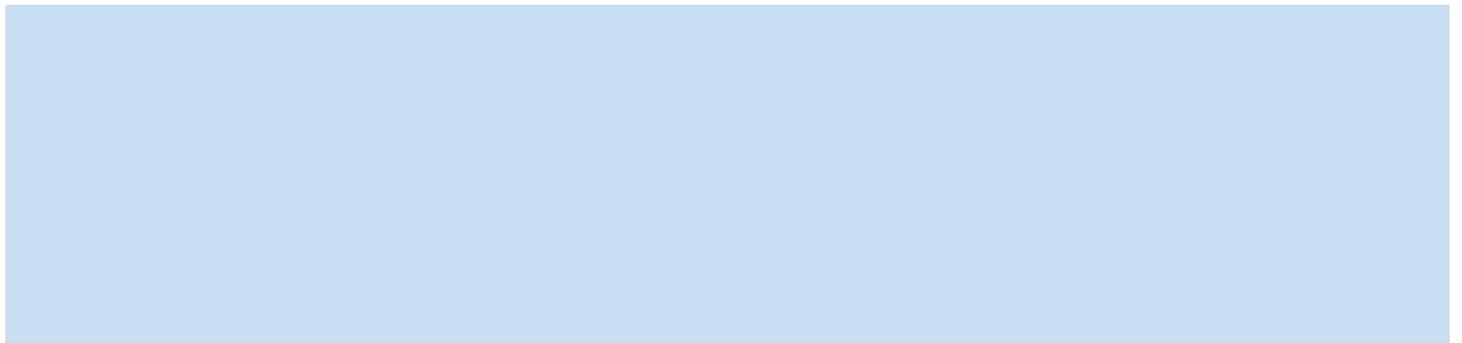
1. Please describe a situation where you have demonstrated your ability to work in difficult circumstances and effectively manage conflict or pressure.



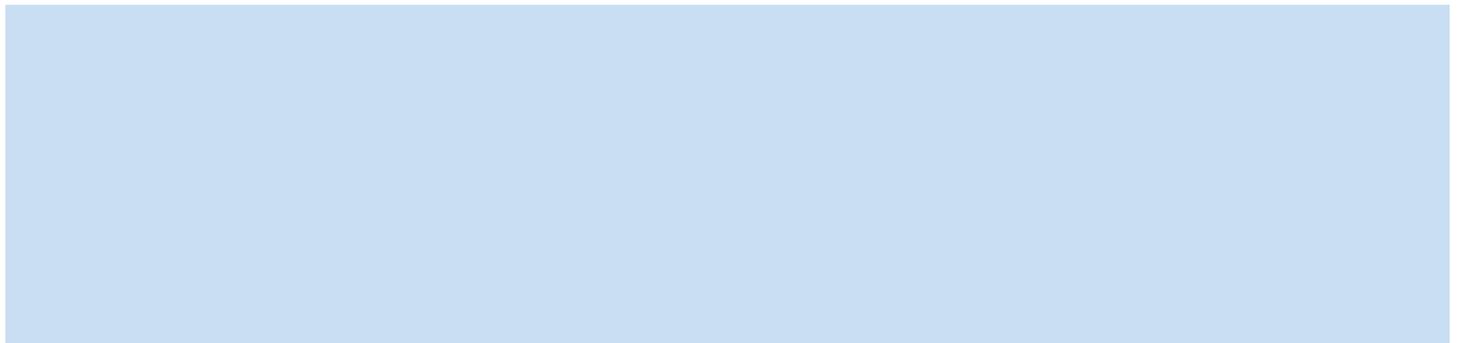
What did you learn?



2. Please describe when you have worked as a part of a team to deliver an objective and what your role was.



What was the outcome and what did you learn?



3. Describe a time when you demonstrated creativity in solving a problem.

4. Please describe an instance when your efforts to communicate your ideas were not fully understood. What did you do and why?

What was the outcome and what did you learn?

## References

Give names and addresses (and telephone numbers, if possible) of two referees. The first should be a personal reference or your recent/current employer. The second should be an academic reference from your university lecturer, for example.

1. Please specify type of reference

Email

Tel

May we approach this referee prior to interview?

 YES  NO

2. Please specify type of reference

Email

Tel

May we approach this referee prior to interview?

 YES  NO

**Referees will only be contacted if you have been requested to attend for an interview. References are confidential.**