*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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name(s) |  | Surname |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address |  | Postcode |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Telephone number |  | Email address |
|  |  |  |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Higher education including subjects (E.g. LPC, GDL i/a and Degree) |  | Dates |  | Grades achieved |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary education including subjects (E.g. A Levels and GCSEs) |  | Dates |  | Grades achieved |
|  |  |  |  |  |

**Work experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation |  | Dates |  | Position |  | Responsibilities |
|  |  |  |  |  |  |  |

**Key achievements**

|  |
| --- |
| Please describe your key achievements |
|  |

**Charity and extracurricular 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**

The following questions are based around Barcan+Kirby’s five core values. The core values are considered very important to the firm and are demonstrated by all employees.

|  |
| --- |
| **Excellence:**  Please describe what excellent client service means to you in the context of a law firm?  (500 words maximum) |
|  |

|  |
| --- |
| **Community:**  Tell us about the most rewarding experience you have had working in a team environment. Why was it so rewarding?  (500 words maximum) |
|  |

|  |
| --- |
| **Commercial Focus:**  Please explain what attributes, systems and processes are needed to be introduced and maintained in order to ensure a firm like Barcan+Kirby is commercially successful.  (500 words maximum) |
|  |

|  |
| --- |
| **People-Centred:**  Please describe how you personally build effective working relationships? Why is this important?  (500 words maximum) |
|  |

|  |
| --- |
| **Integrity:**  Tell us about a time when you were asked to do something that conflicted with your own opinion. What was the outcome? What did you learn?  (500 words maximum) |
|  |

**References**

Please provide contact information of two referees. The first referee must be your most recent or current employer. The second referee can either be a previous employer or an academic referee.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Referee 1:** | | | | |  | **Referee 2:** | | | | |
| Name | | | | |  | Name | | | | |
|  | | | | |  |  | | | | |
| Job title | | | | |  | Job title | | | | |
|  | | | | |  |  | | | | |
| Organisation | | | | |  | Organisation | | | | |
|  | | | | |  |  | | | | |
| Address | | | | |  | Address | | | | |
|  | | | | |  |  | | | | |
| Telephone number | | | | |  | Telephone number | | | | |
|  | | | | |  |  | | | | |
| Email address | | | | |  | Email address | | | | |
|  | | | | |  |  | | | | |
| May we approach this referee prior to interview? | | | | |  | May we approach this referee prior to interview? | | | | |
| Yes |  | No |  |  | | Yes |  | No |  |

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

**Additional information**

|  |
| --- |
| Where did you hear about Barcan+Kirby and the trainee solicitor vacancy? |
|  |