

Barcan+Kirby

Solicitor / CLE Apprenticeship application form

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**

Basic criteria

You must have:

- + Three A Levels at grade C or above, (or equivalent) at the time of application)
- + Five GCSEs, including Maths and English, at grade 4 or above (or equivalent).

Please confirm if you have these and provide details below. Please note, predicted grades will not be considered.

As apprentices have employed status, you must have the right to permanently live and work in the UK.
Apprenticeships are not covered by Student visas.

Do you have the right to permanently live and work in the UK?

Yes No

If applicable, please indicate any visa type and expiry date.

CV and covering letter

Alongside this form, please attach a covering letter that should include:

- + **Why you would like to become a Solicitor / Chartered Legal Executive**
- + **Why you have applied for a Solicitor / CLE Apprenticeship with Barcan+Kirby**
- + **Why you are interested in this department**
- + **What qualities you have that you feel will enhance your role as a solicitor / Chartered Legal Executive**

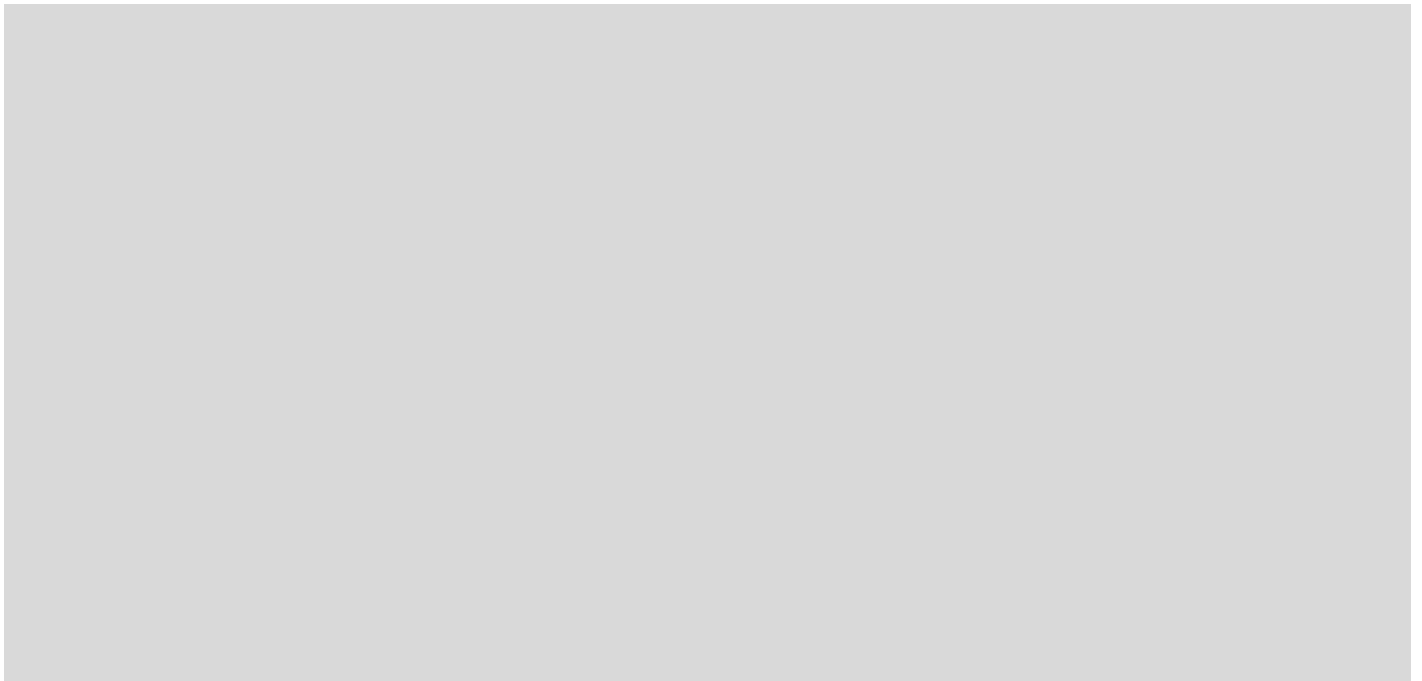
Questions

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

Excellence

Please explain what you would do if you were not sure how to complete a delegated task

(250 words maximum)



Community

Please explain what social responsibility means to you and how you would demonstrate this in your day-to-day role as an Apprentice at Barcan+Kirby.

(250 words maximum)

Commercial

Please explain the importance of client relationships, including how you would maintain relationships with existing clients and build relationships with potential new clients.

(250 words maximum)

People centred

Please describe a time when you had to work in a team and whether you would do anything differently if you were to work within the same team again.

(250 words maximum)

Integrity

You are in the office alone and you receive a call from a client who is demanding that you provide them with instant advice. What do you do?

(250 words maximum)

Please see the next page for references.

References

Please provide the 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. Two academic references will be acceptable if you have never been employed.

Referee 1

Name

Job title

Organisation

Address

Telephone number

Email address

May we approach this referee prior to the interview?

Yes No

Referee 2

Name

Job title

Organisation

Address

Telephone number

Email address

May we approach this referee prior to the interview?

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 Solicitor / CLE Apprenticeship vacancy?

Please send this application form alongside your covering letter (and CV, if not already provided) to recruitment@barcankirby.co.uk.