

**Training Contract Application**

Please complete and return this application together with a copy of your current CV and a covering letter explaining why you want to train with Girlings. Please return by post to Tracey Myhill, Human Resources Manager, Girlings Solicitors, 39 William Street, Herne Bay, Kent CT6 5NR or by email to: [hrapplications@girlings.com](mailto:hrapplications@girlings.com)

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| **Forename(s):** | **Surname:** |
| **Home Address:**  **Dates at this address:** | **Term Address:**  **Dates at this address:** |

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| **Tel No.** |
| **Mobile:** |
| **Email:** |
| **Have you applied to us for *any* position before:** Yes/No  If yes please give details: |
| **How did you hear about training opportunities with Girlings:**  GirlingsWebsiteTraining Contract and Pupillage HandbookThrough a friend  Law Fair - please state which University ……..……………………………………………………………….  Other ………………………..………………………………………………………………………………………………… |
| **Do you require permission to work and/or study in the UK:** Yes / No  If yes, please give details: |
| **Do you know anyone who works for Girlings:** Yes/No |
| **Do you drive and own a car:** Yes/No  **Do you have a current full driving licence:** Yes/No  (You may be required to provide a copy of your driving licence if required for the role) |
| **Are you seeking funding towards studies**: Yes/No  GDL  LPC  SQE 1  SQE 2 |
| **What is the earliest date you could start:** |
| **Have you applied to other Firms:** Yes/No  If yes please give details: |
| **Have you already undertaken a period of qualifying work experience (QWE) with a legal employer:** Yes/No  If yes, please give details: |
| **Have you any UNSPENT criminal convictions (including motoring offences)**  **or charges pending:** Yes/No  If Yes, please give details: |

**Reference Information**

Please provide details of two suitablereferees; one of which should be your current or most recent employer.For students, a Head Teacher, Principal or work experience provider will be acceptable. **We will not contact your referees until an offer has been made and accepted:**

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| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Company Name:** | **Company Name:** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

**Personal Information**

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| As an applicant for a training contract with the Firm, we will collect and hold the personal information about you which you provide to us by CV, covering letter and when completing and submitting this Confidential Application Form. If your application is unsuccessful the Application form and any information supplied with it will be retained by the Firm for up to 12 months and then discarded. Alternatively if you are employed or engaged by the Firm as a trainee solicitor, an employee, worker or contractor it will be retained and stored securely by the Firm for the duration of your employment and for a reasonable period thereafter.  I confirm that the information given on this form is, to the best of my knowledge, true and complete, and confirm that no valid information has been wilfully withheld. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I understand that any appointment will be subject to and conditional upon satisfactory references and, where applicable to the role, a satisfactory Criminal Records Certificate.  **Validation Checks**  I authorise the Girlings Solicitors LLP to obtain references to support this application once an offer has been made and accepted. Where appropriate, a satisfactory health clearance may also be obtained through the Firm’s independent Occupational Health Advisor. I understand that a work status check or validation of any documents I have submitted may be carried out in order to check my eligibility to work/study in the UK.  **Signed:**……………………………………………………………………………………**Date:** ………………………………………………. |