

 TRAINEE SOLICITOR APPLICATION FORM

|  |  |
| --- | --- |
| Confidential | Application Window: 11 August to 31 October (for a training contract commencing October 2 years later)  |

**PERSONAL DETAILS: PART A**

PLEASE USE BLOCK LETTERS

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |

*Simons Muirhead Burton LLP typically recruits 2-3 trainees in a single intake commencing beginning of October each year.*

*Training is offered in the following practice areas usually on a six month rotation basis:*

*Corporate and Commercial (including Film and TV and IP, IT and Communications)*

*Dispute Resolution and Litigation (including Libel, Privacy and Reputation Management)*

*Employment*

*Death Penalty Project*

*Commercial/Property and Employment/Family split seats may also be offered.*

*Successful candidates will be expected to have completed the LPC to what the firm considers an appropriate standard by the commencement of the training contract.*

*Applications will only be considered if submitted on a correctly completed application form within the application window. Do not supply any other supporting documentation (unless in respect of a request for a reasonable adjustment to the application process).*

*References will not be considered until after short listing.*

*We will short list for interview after the application window closes and will contact successful candidates chosen for interview as soon as practicable thereafter.*

*Application forms should be returned to: Raveena Bains at* *Raveena.Bains@smab.co.uk* *or Simons Muirhead Burton LLP, 87-91 Newman Street, London, W1T 3EY (+44 (0) 20 3206 2700). Ewan Keen is the Training Principal at Simons Muirhead Burton LLP.*

**EDUCATION AND QUALIFICATIONS: PART B**

SECONDARY

|  |  |  |  |
| --- | --- | --- | --- |
| School/College | From | To | Examination Results (subjects, level/grade) |
|  |  |  |  |

FURTHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | From | To | List the name and overall grade for all undergraduate and graduate degrees and list the overall grade as well as individual subjects and grade (including “elective” subjects) on the LPC |
|  |  |  |  |

Have you completed the LPC? Yes [ ]  No [ ]

(If yes, please include the details above, if not please give details of anticipated completion date and when you expect to receive written confirmation of final LPC results)

Other qualifications, membership of professional bodies:

IT skills:

Knowledge of foreign languages:

*[You should note that good IT skills, and a familiarity with Word applications, as well as proficiency in a Foreign Language, will be considered favourably when short-listing takes place]*

**EMPLOYMENT/CAREER HISTORY: PART C**

(Please put most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Position held and responsibilities |
|  |  |  |  |

Please continue on a separate sheet if necessary

**REFERENCES : PART D**

Please give names and addresses of two people who can confirm your employment and/or academic record

|  |  |
| --- | --- |
| Name: Organisation: Address:  | Name: Organisation: Address: |

**EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION: PART E**

Please answer the following questions in less than 100 words each.

**What personal attributes do you have that will be particularly useful to this firm in your position as a Trainee Solicitor?**

**In not more than 100 words, please describe one experience from your law firm training contract or mini pupillage or non-legal employment which has either increased your wish to be a solicitor, or has provided you with a valuable insight into legal life.**

**What skills do you now have which will be essential on day one of your training contract?**

**In not more than 500 words, please answer the following question: “Why do you want to train at Simons Muirhead Burton LLP, please explain why you believe Simons Muirhead Burton LLP will be the right place for you and what you will be able to bring to Simons Muirhead Burton LLP?”**

Please continue on a separate sheet if necessary

**EQUAL OPPORTUNITIES MONITORING FORM**

We are striving to ensure that all applicants are treated fairly and are offered training solely on the basis of their suitability irrespective of race, age, sexuality or disability. We monitor all stages of our recruitment procedures to try and ensure that unfair discrimination is not taking place. To assist us in this monitoring process, please complete the following by ticking the relevant boxes.

I would describe my race or ethnic origin as:

Black: African [ ]

Black: Caribbean [ ]

Black: Other (please specify) [ ]

Indian [ ]

Pakistani [ ]

Bangladeshi [ ]

Chinese [ ]

Asian: Other (please specify) [ ]

White Caucasian [ ]

None of the above: (please specify) [ ]

My gender is:

I have a disability I would like you to know about:

**TRAINEE SOLICITOR APPLICATION PRIVACY STANDARD**

**What is the purpose of this document?**

Simons Muirhead Burton LLP (SMB) is a "data controller", meaning we are responsible for deciding how we hold and use personal information about you. You are being provided with a copy of this privacy notice because you are applying for training contract with us. This explains how and why your personal data will be used and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (*(EU) 2016/679*) (GDPR).

**Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

**The kind of information we hold about you**

In connection with your application for training contract with us, we may collect, store, and use the following categories of personal information about you:

* The information you have provided on your application form and any emails you send to us, including name, title, address, telephone number, email address, date of birth, gender, employment history and qualifications.
* Any information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

* Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions.
* Information about your health, including any medical condition.

**How is your personal information collected?**

We collect personal information about candidates from you, the candidate and your named referees.

**How we will use information about you**

We will use the personal information we collect about you to: assess your skills, qualifications, and suitability for training contract; carry out background and reference checks, where applicable; communicate with you about the process; keep records related to our hiring processes; and comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to provide you with training contract.

**How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

* We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during interview.
* We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

**Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know and will only process your personal information on our instructions and are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**Data retention**

**How long will you use my information for?**

We will retain your personal information for a period of 12 months after the recruitment process has ended so we can show, in the event of a legal claim, we have not discriminated against candidates on prohibited grounds and have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

**Rights of access, correction, erasure, and restriction**

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* **Request access** to your personal information
* **Request correction** of the personal information that we hold about you.
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
* **Request the restriction of processing** of your personal information.
* **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing.

**Questions and Complaints**

If you have any questions about this privacy notice or how we handle your personal information, please contact us. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.