





Vacation Scheme Application Form



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| Surname: | Title: |
| First Names: |
| Home Address: | Term Address (if relevant): |
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|  |  |
| Post Code: | Post Code: |
| Telephone No. | Telephone No. |
| E‐Mail: |
| Do you require a work permit? Yes / No |

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| How did you find out about Simons Muirhead Burton? Did you consult any particular publications? If so, which? |
| Record of work experience/employment |
| Date/Name of employer | Type of work/Key roles |
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| Education (Secondary onwards)List all examinations taken, including all results/grades. |
| School(s) and dates attended |
| GCSE (or equivalent) | Grade | Year |

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| --- | --- | --- |
| ‘A’ levels (or equivalent) | Grade | Year |
| Undergraduate education |
| College and/or university attended | Period of study and date passed |
| Type of degree and subject(s) | Degree class awarded/expected (please indicate which) |
| Undergraduate courses taken ‐ please list all subjects/units taken |
| 1st Year | Results | 2nd Year | Results |

|  |  |  |  |
| --- | --- | --- | --- |
| 3rd Year | Results | 4th Year (if applicable) | Results |
| Projects and subsidiary subjects (give results if applicable) | Scholarships, prizes, awards |
| Postgraduate education (excluding LPC) |
| College or university attended | Period of study and date passed |
| Type of degree and subject(s) | Degree class awarded/expected (please indicate which) |
| Legal Practice Course |
| College and/or university attended | Period of study, grade awarded and date passed |

Courses/electives taken:

Languages – indicate proficiency

Additional Questions

Why do you want to do a Vacation Scheme at Simons Muirhead Burton? Please explain why you believe Simons Muirhead Burton will be the right place for you and what you could bring to the

firm? (500 words)

What key skills do you believe are necessary to become a successful solicitor? Briefly provide examples of how you have recently demonstrated these skills. (250 words max)

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| Tell us about a recent story in the news that has interested you. Why has it interested you and why it is relevant to firms like ours? (150 words max) |
| Describe your involvement in any outside interests and activities including any positions of responsibility held. (150 words max) |
| If successful, do you have any particular areas of law you would be keen to experience? We will do our best to accommodate any preference. |

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| Any other information relevant to your application? (150 words max) |
| Referees – Please provide the details of two referees (one academic and one non‐academic) |
| Referee 1Name: Company/Organisation: Position:Relationship to you: Address:Tel:Email:Do we have permission to contact this referee? Yes/No | Referee 2Name: Company/Organisation: Position:Relationship to you: Address:Tel:Email:Do we have permission to contact this referee? Yes/No |
| The information provided in this application form is for the sole use of Simons Muirhead Burton LLP. However, for the purposes of the Data Protection Act 2018 (“the Act”), please confirm that you have read the statement attached to this application form and have understood how and why your personal data will be used, and how long it will usually be retained for by ticking on the line.  |
| Date: |

**VACATION SCHEME 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 work experience 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 work experience 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 work experience; 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 work experience.

**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.