**Information for Applicants**

1. CVs and covering letters should not be sent with this form. Any CVs and covering letters received will be ignored for the purposes of selection.
2. The completed typed application form (not handwritten) should be [**uploaded here**](https://talent.sage.hr/jobs/10406723-2b4f-4308-a531-f6769b8018a5) before the deadline below. If you have any difficulties using the form, please contact Matt Coleman, Practice Manager at [matt.coleman@actons.co.uk](mailto:matt.coleman@actons.co.uk).
3. The deadline for submitting this form is 5 pm on Wednesday 31 March 2021. Forms received after this time may not be considered.
4. We will let you know by 26 April 2021 if you have progressed to stage two. Stage two is a written exercise which will be sent to you on 29 April 2021 and require you to submit a written answer by 5 May 2021.
5. Stage three is an assessment day consisting of individual interviews, a short presentation on a topic provided on the day to the interview panel and a networking lunch providing you with the opportunity to meet some of our directors. At this stage, we are hoping that we will be able to hold this as a face-to-face event at our offices. In the event that Government restrictions due to the coronavirus pandemic prevent us from doing this, we will revert to an online assessment instead. We have reserved three dates for the assessment day - on 23, 24 and 25 June 2021 and we will let you know by 1 June 2021 whether you have been chosen to attend and upon which date.
6. We plan to recruit two Trainee Solicitors to start in September 2022 and two Trainee Solicitors to start in September 2023. Any job offer made will be subject to you having as at 1 September in the year that you are due to start:
   1. obtained a degree with at least Upper Second Class honours,
   2. passed the Legal Practice Course,
   3. the right to live and work in the United Kingdom (please note that we will not be able to sponsor or support any visa applications), and

and to you not having as at 1 September in that year any unspent criminal convictions nor having been made bankrupt.

1. Trainee Solicitor salaries as at September 2020 were £22,000 for first year trainees and £23,000 for second year trainees. They are likely to higher by September 2022.
2. Our Trainee Solicitors usually carry out a programme of training which sees them spend 6 months in at least 3 different departments. This is designed to ensure that each Trainee learns about the full range of work carried out by Actons as well as helping them understand how we aim to help our clients succeed by providing excellent legal services delivered through focusing on our core values of teamwork, client focus, innovation and integrity.

The information you supply on this form will be treated as strictly confidential and will be used only for the purpose of HR administration.

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| **Trainee Solicitors: 2022 & 2023** | | | |
| Which intake year are you applying for? 2022  2023  No preference | | | |
| **Personal Details** | | | |
| **Title:** Click or tap here to enter text. **First name(s):** Click or tap here to enter text. **Surname:** Click or tap here to enter text. | | | |
| **Home Address:** Click or tap here to enter text.  **Postcode:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.  **Email Address:** Click or tap here to enter text. | **National Insurance Number**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | | |
| **Education, Qualifications & Training** | | | |
| Beginning with the most recent events, give details of your education, qualifications and training to date.  Please list all subjects individually. | | | |
| **GCSE** | | **Year Taken** | **Grade** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| **A-Level** | | **Year Taken** | **Grade** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| **Undergraduate Degree** | | **End Date** | **Grade attained or expected to attain:** |
| **Institution:**  Click or tap here to enter text.  **Degree title:**  Click or tap here to enter text.  **Subjects taken:**  Click or tap here to enter text.  **Any additional information regarding your undergraduate degree:**  Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Other Education**  Please list details of any other formal education or qualifications which may be relevant to your application.  Click or tap here to enter text.  **Law Society Examinations**  If you intend to take the CPE/PGDL, when and where do you intend to do so? If you have already completed the course state where, when the course completed and the grade(s) obtained.  Click or tap here to enter text.  LPC: when and where do you intend to take the LPC? If you have already completed the course state where, when the course completed and the grade(s) obtained  Click or tap here to enter text.  **The Trainee Solicitor Role**  Why do you want to be a solicitor and why do you want to train with Actons?  Click or tap here to enter text.  What qualities do you have which will make you a good trainee solicitor and how will those qualities benefit Actons?  Click or tap here to enter text.  What one achievement are you most proud of and why?  Click or tap here to enter text.  **Employment** |
| **Have you previously been employed at Actons?**  Yes  No  **If yes, please give details:**  Click or tap here to enter text. |
| **Have you previously been interviewed for a position at Actons?** Yes  No  **If yes, please specify when and for what position:**  Click or tap here to enter text. |
| **Where did you hear about the vacancy?**  Click or tap here to enter text. |

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| **Employment History**  Please list below any present and past employment, beginning with your most recent position. If none, please state so.   |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | |  |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | |  |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | | |

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| **Experience** | |
| Please outline particular experience you have gained in previous positions, or in activities outside of school or college, that you feel show your aptitudes and skills for the position you are applying for. | |
| Click or tap here to enter text. | |
| Please describe any other work you have been involved in e.g. Voluntary, Freelance, project work etc. | |
| **Dates/Duration** | **Description** |
| **From:** Click or tap to enter a date.  **To:** Click or tap to enter a date. | Click or tap here to enter text. |
| **From:** Click or tap to enter a date.  **To:** Click or tap to enter a date. | Click or tap here to enter text. |
| **Interests** | |
| Give details of your interests, hobbies etc. | |
| Click or tap here to enter text. | |

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| **Equality Act 2010**  We welcome applications from people with disabilities.  Do you suffer from any illness, condition or injury which you consider may affect your ability to perform the duties of your job or may require special arrangements or adjustments to be made in order for you to attend for interview?  Yes  No  If yes, please give the nature of the illness, condition or injury and state what special arrangements or adjustments may be required in order for you to attend for interview or perform the duties of the job.  Click or tap here to enter text. |
| **Criminal Convictions** |
| Have you ever been convicted of a criminal offence, other than a “spent” conviction under the Rehabilitation of Offenders Act 1974?  Yes  No  If yes, please give details below: |
| Click or tap here to enter text. |
| **References**  Please provide the names and contact details of two referees (not relatives). We may approach these referees at a later date after you have given permission for us to do so.   |  |  | | --- | --- | | **Name:** Click or tap here to enter text. | **Name:** Click or tap here to enter text. | | **Occupation:** Click or tap here to enter text. | **Occupation:** Click or tap here to enter text. | | **Address:**  Click or tap here to enter text. | **Address:**  Click or tap here to enter text. | |  |  | |  |  | | **Postcode:** Click or tap here to enter text. | **Postcode:** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. |   **Terms of Submission** |
| By submitting this application in this form, I confirm that to the best of my knowledge and belief, the information given is correct and complete and that any incorrect information or misleading information or any omission made with the intention of misleading the firm could lead to the withdrawal of any offer of employment or my dismissal.   |  |  | | --- | --- | | **Signed:**  Click or tap here to enter text. | **Date:**  Click or tap to enter a date. |   The information given on this form will be used for recruitment and selection purposes only. If Actons employs you all information will be transferred to our personnel records. By submitting this information you consent to Actons processing your information and to it being held in accordance with our data protection obligations.  If you are unsuccessful in this application and do not wish us to retain your form on file to be considered for future vacancies, please tick this box. |