

**TRAINING CONTRACT APPLICATION FORM**

**PERSONAL INFORMATION (CONFIDENTIAL)**

|   |
|---|
| <b>Title (please circle) Mr / Mrs / Miss / Ms</b> |
| <b>Surname</b>                                    |
| <b>Forename(s)</b>                                |

|                     |
|---------------------|
| <b>Home address</b> |
|---------------------|

|                 |
|-----------------|
| <b>Postcode</b> |
|-----------------|

|                          |
|--------------------------|
| <b>Term time address</b> |
|--------------------------|

|                 |
|-----------------|
| <b>Postcode</b> |
|-----------------|

|                              |
|------------------------------|
| <b>Home telephone number</b> |
|------------------------------|

|                                   |
|-----------------------------------|
| <b>Term time telephone number</b> |
|-----------------------------------|

|                                |
|--------------------------------|
| <b>Mobile telephone number</b> |
|--------------------------------|

|                      |
|----------------------|
| <b>Email address</b> |
|----------------------|

|                      |
|----------------------|
| <b>Date of birth</b> |
|----------------------|

|                                  |
|----------------------------------|
| <b>National insurance number</b> |
|----------------------------------|

**GENERAL**

|   |
|---|
| <b>Do you hold a full current driving licence? (please circle) Yes / No</b> |
|---|

**SECONDARY EDUCATION**

|                              |
|------------------------------|
| <b>Establishment name</b>    |
| <b>Establishment address</b> |

| <b>Qualifications</b> |              |
|-----------------------|--------------|
| <b>Subject</b>        | <b>Grade</b> |
|                       |              |

**FURTHER EDUCATION**

|   |
|---|
| <b>Details of any further education before university/college</b> |
|   |

**UNIVERSITY/COLLEGE EDUCATION**

|  |
|--|
| <b>Establishment name</b>                          |
| <b>Establishment address</b>                       |
|  |
| <b>Degree or Course studied</b>                    |
| <b>Grade (please state if actual or predicted)</b> |

|  |
|--|
| <b>Establishment name</b>                          |
| <b>Establishment address</b>                       |
|  |
| <b>Degree or Course studied</b>                    |
| <b>Grade (please state if actual or predicted)</b> |

**LEGAL PRACTICE COURSE**

|  |
|--|
| Have you completed your LPC? (please circle)      Yes / No |
|--|

|                              |
|------------------------------|
| <b>Establishment name</b>    |
| <b>Establishment address</b> |
| <b>Electives studied</b>     |
| <b>Date of completion</b>    |
| <b>Grade</b>                 |

|   |
|---|
| If you have answered no, do you have a reservation? (please circle)      Yes / No |
| If you have answered yes, please give details below                               |

|                              |
|------------------------------|
| <b>Establishment name</b>    |
| <b>Establishment address</b> |
| <b>Start date</b>            |

**EMPLOYMENT/WORK EXPERIENCE**

|  |
|--|
| <b>Please provide details of your current employment</b> |
| <b>Employer's name</b>                                   |
| <b>Job title</b>   |
| <b>Dates (from and to)</b>                               |
| <b>Main responsibilities</b>                             |

**EMPLOYMENT/WORK EXPERIENCE HISTORY**

|   |
|---|
| <b>Please provide details of your previous employment</b> |
| <b>Employer's name</b>                                    |
| <b>Job title</b>  |
| <b>Dates (from and to)</b>                                |
| <b>Main responsibilities</b>                              |

|                                      |
|--------------------------------------|
| <b>Previous employment continued</b> |
| <b>Employer's name</b>               |
| <b>Job title</b>                     |
| <b>Dates (from and to)</b>           |
| <b>Main responsibilities</b>         |

|                                      |
|--------------------------------------|
| <b>Previous employment continued</b> |
| <b>Employer's name</b>               |
| <b>Job title</b>                     |
| <b>Dates (from and to)</b>           |
| <b>Main responsibilities</b>         |

**Please use continuation sheet if required**

**ADDITIONAL INFORMATION**

| Details of any scholarships, awards or prizes at school or university |
|---|
|   |

**Please use continuation sheet if required**

**Details of any recreational interests, hobbies, skills, achievements or positions of responsibility**

**Please use continuation sheet if required**

Please give any additional information about yourself which you feel would support your application, such as particular reasons for applying to Whitehead Monckton

Please use continuation sheet if required



**Data protection**

Information from this application form may be processed for purposes permitted under the General Data Protection Regulation. You have, on written request, the right to access personal data held about you.

Whitehead Monckton treats personal data collected during the recruitment process in accordance with its Human Resources Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Applicant and Employee Privacy Notice which can be found on our website.

**Declaration**

I declare that the information given in this application form is to the best of my knowledge complete and correct.

Please note: Any false, incomplete or misleading statements may lead to dismissal

**Signature:**

**Date:**