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| cwj_master_logo  **CLARKSON WRIGHT & JAKES**  **APPLICATION FORM** | |
| TITLE: |  |
| SURNAME: |  |
| FIRST NAME: |  |
| MIDDLE NAME: |  |
| ADDRESS: |  |
| POST CODE: |  |
| PRIVATE TEL NO: |  |
| MOBILE TEL NO: |  |
| BUSINESS TEL NO: |  |
| EMAIL: |  |
| ARE YOU A SMOKER: | YES / NO |
| DO YOU HAVE A FULL UK DRIVING LICENCE: | YES / NO |
| DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK | YES / NO |

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| **WHICH POSITION ARE YOU APPLYING FOR:** |
| **HAVE YOU PREVIOUSLY APPLIED TO CLARKSON WRIGHT & JAKES? IF SO, PLEASE GIVE DETAILS OF THE POSITION AND OUTCOME:** |
| **DO YOU HAVE ANY PREVIOUS LINKS WITH CLARKSON WRIGHT & JAKES LLP? IF SO, PLEASE GIVE DETAILS:** |
| **HOW DID YOU HEAR ABOUT CWJ?** |
| **WHAT CONNECTIONS DO YOU HAVE TO THE AREA?**  Family / School / University / Postgraduate / Current Work / Other |

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| **EDUCATION** | | |
| School from age of 11 years | Dates | Exam Results/Qualifications |
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| **FURTHER EDUCATION** | | |
| College/University | Dates | Exam Results/Qualifications |
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| **COURSES:** Dates and details of any seminars or courses attended relevant to the job | | |
| Course Title | Dates | Results |
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| **HAVE YOU EVER HAD TO RESIT AN EXAM?**  If so, which exam and what was the outcome?  Are there any important mitigating reasons why you feel the exam results you have listed do not fully reflect your abilities? If yes, please give details: |
| **MEMBERSHIP OF PROFESSIONAL BODIES**  Please provide details of any professional bodies, associations or organisations of which you have been a member. Please detail positions held. |
| **LANGUAGES:**  Oral or written. Please indicate standard |
| **HEALTH**  Please tell us your current state of health. Have you any disabilities which may affect your application? If so, please give details including any adjustment that may be necessary to assist you: |

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| **PLEASE CONFIRM WHETHER YOU INTEND TO APPLY FOR A TRAINING CONTRACT SHOULD THE OPPORTUNITY ARISE** |
| Please give brief details of any relevant work experience you have had: |
| Please summarise any conclusions that you have drawn from your work experience which you feel are relevant to your application. |
| Why have you chosen a career in law and what aspects appeal most to you: |
| Which three words best describe you: |
| Please tell us about a difficult or demanding achievement that you are especially proud of, with particular focus on why it was challenging and the contribution you made towards achieving the end goal: |
| Please describe a situation where you have had to work effectively in a group or team to achieve a shared goal. What was the aim of the team? What was your contribution? |
| Salary Required: |
| Have you any holidays booked for the current year. Please give dates: |
| **CRIMINAL**  Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring event not resulting in disqualification)?  If yes, please provide details: |
| **OTHER INFORMATION**  Please provide us with any further information that you feel would be useful in support of your application: |
| **IT AND OTHER SKILLS**  Please indicate training and level of experience: |
| **HOBBIES, INTERESTS AND VOLUNTARY WORK** |

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| **REFERENCES:**  Please provide names and addresses of two individuals we may contact for references, one of which must be your last employer (as applicable). Do not include family members. | |
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| **I confirm that the information given in this form is, to the best of my knowledge, true and complete. I accept that any false statement or omission may be sufficient cause for rejection or if employed, dismissal** | |
| Signed: | Dated: |