

Paralegal Application Form

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| Please state which position you are applying for |  |

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**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename (s) |  | Title |  |
| Surname |  | Preferred Name |  |

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| --- | --- |
| Address for correspondence (Include postcode) |  |
|  |
| Mobile Number |  | Email Address |  |

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**Education**

**Secondary & Undergraduate Education**

List below details of secondary and further education. *Please include Maths and English GCSE qualifications.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School / College / University**  | **Dates To and From** | **Qualifications obtained** | **Subject/Course** | **Grade**  |
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**Post Graduate Education (including LPC, SQE1)**

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| --- | --- | --- | --- |
| University/College 1  |  | University/College 2  |  |
| Title of Course  |  | Title of Course  |  |
| Dates of Attendance  |  | Dates of Attendance  |  |
| Subjects studied  |  | Subjects studied  |  |
| Results  |  | Results  |  |
| Expected/Achieved  |  | Expected/Achieved  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| University/College 3  |  | University/College 4  |  |
| Title of Course  |  | Title of Course  |  |
| Dates of Attendance  |  | Dates of Attendance  |  |
| Subjects studied  |  | Subjects studied  |  |
| Results  |  | Results  |  |
| Expected/Achieved  |  | Expected/Achieved  |  |

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**Work Experience**

**Volunteer / Work Experience / Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name and Address** | **Dates** | **Job Title/Type of work (description of tasks and whether it was paid employment, voluntary, etc.)** | **Financial targets (if applicable)****1. % of target met****2. Amount of target met** |
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**About You**

Tell us about you and why you have chosen a career in law:

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Tell us about the particular areas of law that interest you and your aspirations for your future legal career:

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Please address and evidence how you meet the person specification for the role you are applying for:

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Any other information in support of your application:

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**Languages**

Please specify any language/s other than English that you are able to speak and indicate to what level:

|  |  |  |  |
| --- | --- | --- | --- |
| Language: |  | Language: |  |
| Level: | [ ]  Beginner | Level: | [ ]  Beginner |
|  | [ ]  Intermediate |  | [ ]  Intermediate |
|  | [ ]  Advanced |  | [ ]  Advanced |
|  | [ ]  Fluent/Native |  | [ ]  Fluent/Native |
|  |  |  |  |
| Language |  | Language |  |
| Level: | [ ]  Beginner | Level: | [ ]  Beginner |
|  | [ ]  Intermediate |  | [ ]  Intermediate |
|  | [ ]  Advanced |  | [ ]  Advanced |
|  | [ ]  Fluent/Native |  | [ ]  Fluent/Native |

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**Rehabilitation of Offenders Act 1974 & Right to Work in the UK**

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| --- | --- |
| Have you been convicted, cautioned or otherwise diverted from prosecution of a criminal offence which is not spent under the above act? (Please note that for qualified staff the Act does not apply and details of ALL previous convictions or other diversions from prosecution must be provided) | Are there any other matters (not already disclosed on this form) which may call into question your character and suitability. If Yes, attach documentation relating to the matter and a statement outlining the full events for each matter disclosed. |
| [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Please provide details here:  | Please provide details here:  |
|  |  |
| Do you have the legal right to work in the UK? | [ ]  Yes [ ]  No |
| Do you require a work permit? | [ ]  Yes [ ]  No |
|  |  |
| If you have a visa, please give details of your current visa status: |  |

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**References**

All appointments are subject to satisfactory references. One of these should be your current or most recent employer, if applicable, and the other a previous employer. Where this is not possible please state how the referee is known to you. We will contact referees only after we have made you an offer of employment, unless we have your express permission to contact them before then.

|  |  |  |  |
| --- | --- | --- | --- |
| Referee 1 |  | Referee 2 |  |
| Name  |  | Name  |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone / Mobile |  | Telephone / Mobile |  |

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**Reasonable Adjustments**

Are there any special arrangements or adjustments we can make to assist you at interview or during this role?

[ ]  Yes [ ]  No

Please let us know how we can take the necessary steps to accommodate you:

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**Declaration**

**Please return this completed form to HRTeam@tvedwards.com**

I confirm that the information given on this application form is true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment. I explicitly consent to your holding, processing and transferring the data contained on this document, both electronically and manually, for recruitment and administration purposes and to comply with the law (including the compiling and disclosing of statistics in connection with the company’s equal opportunities programme).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

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