

**Trainee Solicitor Application Form**

**2024**



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| **Application Form – Trainee Solicitor**  We believe that the success of JCP Solicitors is built upon our people and we recruit high calibre individuals with the skills, personality, and commitment to help us provide excellent client service and leading expertise in our field.  We are looking for talented individuals that are highly motivated, committed, and commercially aware who demonstrate the potential to be our Directors of the future. |

Your application form should be submitted with a covering letter. Please use this opportunity to tell us about yourself, your reasons for applying to JCP Solicitors, why you are interested in a career in law and the skills and experience you can bring to the role.

Should you have any queries regarding this application, please contact [recruitment@jcpsolicitors.co.uk](mailto:recruitment@jcpsolicitors.co.uk).

Applications are anonymised prior to sifting stage and personal data removed as part of our Diversity and Inclusivity initiatives.

Please complete this section in block letters:

|  |  |
| --- | --- |
| Surname: |  |
| Other Names: |  |
| Address: |  |
| Telephone No’s: | Home: |
|  | Mobile: |
| e-mail address: |  |

**Education**

**GCSE or equivalent school examinations**

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| **Subject** | **Result** |
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**A Level or equivalent higher education**

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| **Subject and Level** | **Result** |
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**Further education (e.g. university, technical college, evening classes) or vocational courses**

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| **Subject and Level** | **Year** | **Result** |
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**Post graduate Education (e.g. LPC or SQE – please list each subject with individual grades)**

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| **Subject and Level** | **Year** | **Result** |
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**Work Experience**

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| **Legal Work experience – including virtual experience, work experience placements and employed legal roles (Most recent first)** | | |
| Employer | Please give details of what skills and experience were learnt | Dates of employment |
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| **Employment history (Most recent first):** | | |
| Employer | Employed as:  (Please give brief details of duties) | Dates of employment |
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\**No approach will be made to your present employer before an offer of employment is made*

*to you.*

**Additional Questions**

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| 1. **What qualities do you think JCP Solicitors is looking for in a solicitor and explain why you match those requirements (max 250 words)** |
| 1. **What commitments, hobbies and responsibilities do you have outside of work and study and what skills have they given you that you can bring to this role? (max 250 words)** |
| 1. **Businesses operating in the legal services industry are facing many external challenges that have the potential to impact the internal strategy and culture. Discuss one external challenge JCP Solicitors is facing and how that can be managed internally (max 250 words)** |

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| Have you ever been convicted of a criminal offence?  (declaration subject to the Rehabilitation of Offenders Act 1974) | Yes | No |
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| If you have been referred for this vacancy by a staff member at JCP Solicitors, please give their name: |

**Please let us know how you heard about this vacancy:**

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| --- | --- |
| **Source** | **Please Tick** |
| Company website |  |
| Recruitment Agency |  |
| Linked In |  |
| Twitter |  |
| Facebook |  |
| Newspaper/Magazine Advertisement |  |
| Friend or Family member |  |
| JCP Employee |  |
| Educational Organisation i.e. University |  |
| Other (Please state): |  |

**Seats are allocated according to business need and you will be expected to travel. The majority of our seats are usually located at our Head office in Swansea, however we regularly have seats available in East and West Wales.**

**Which of the JCP Solicitor’s offices would you be prepared to be located at?**

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| **Office** | **Please Tick** | **Please Tick Preference** |
| Swansea |  |  |
| Carmarthen |  |  |
| Fishguard |  |  |
| Haverfordwest |  |  |
| Cardiff |  |  |
| Caerphilly |  |  |
| Cowbridge |  |  |

Please specify below if you speak any other languages:

*JCP Solicitors is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations.  JCP Solicitors recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, nationality, gender, disability, age, sexual orientation, religion or belief, or any other prejudice; we therefore welcome applications from all sections of the community.*

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my not being offered the position, any job offer being withdrawn, disciplinary action being taken, or my dismissal.**

**Signature: ………………………………………**

**Date: ………………………………………**

**Retention of application details disclaimer**

JCP Solicitors would like to retain your details on file for 1 year (from the date of signature below) with a view to considering you for any suitable vacancy that may arise in that period. Following this period all relevant documentation will be disposed of via certified secure destruction.

By signing below you consent to JCP Solicitors retaining your details for the above mentioned period of time.

NAME:

SIGNATURE:

DATE: