



## LEGAL ASSISTANT Application Form

Please complete legibly, in black ink or electronically

### 1. PERSONAL DETAILS

Surname	
Forenames	

*Please tick the appropriate box indicating your preferred title*

Mr	Mrs	Miss	Ms	Dr	Other
Correspondence Address					
Post Code					
Telephone					
Mobile					
E-Mail					

<b>Nationality at birth</b>	<b>Present Nationality</b>
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Have you ever possessed any other nationality or citizenship?

Yes ☐

No ☐

If yes, please give full details with dates:

Are you subject to immigration control?

Yes ☐

No ☐

Are you free to remain and take up employment in the UK?

Yes ☐

No ☐

**Period Available for Work** (give dates)

**Availability for interview**

Please give dates in April 2016 when not available:

## UNIVERSITY EDUCATION

(a) First Degree

University	Title of Degree	Class awarded and date	or	Class expected and date

**SUBJECTS STUDIED**

*(Please indicate Honours subjects and any prizes or distinctions gained)*

**FIRST YEAR:****SECOND YEAR:****THIRD YEAR:****FOURTH YEAR:**

## WRITTEN WORK

*(Please provide a note of the titles and length of the main essays or assignments completed on your degree course)*

[illegible]

**(b) Other university qualifications, eg postgraduate study, Diploma in Legal Practice**

University	Title of Degree	Class awarded	or	Expected (if appropriate) and date

(c) Title of dissertation or thesis (if appropriate):

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## EMPLOYMENT HISTORY

*Please provide details of any employment which you think may be relevant to your application. The most recent employment should be listed first.*

<b>Name, address and business of employer</b>	<b>Job title and nature of duties</b>	<b>Approximate dates / reason for leaving</b>

## ESSENTIAL SKILLS

*Please give brief examples of any activities you have undertaken in which you believe you have demonstrated the essential skills listed below which are required for appointment. If you are able to refer to examples in the context of law-related activities, please do so, although for some of the skills, non law-related examples may be equally appropriate.*

### RESEARCH:

### COMMUNICATION:

### TEAM WORKING AND PERSONAL EFFECTIVENESS:

## OTHER SKILLS, EXPERIENCE AND INFORMATION

*What other skills, experience or information do you wish to be considered in support of your application, eg other law-related activities; field of special legal interest; IT skills eg website design/editing; non-legal interests.*

## REFERENCES

*Please give the names and addresses (including, if possible, e-mail addresses) of two referees. For applicants who have had any law-related employment, one referee should be that employer, the other, where possible, should be an academic referee. For all other applicants, both should be academic referees.*

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## DECLARATION

The details I have given are true and complete to the best of my knowledge

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in BLOCK LETTERS:

**If you give any information you know is false, or you withhold relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.**

Please tell us how you heard about these posts:

Commission Website		Law Faculty Notice		Law Fair		Other means (please specify)	
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**NB** Please ensure you have included the following enclosures with your completed application form -

- Completed Personal Information Monitoring Form
- Copies of two essays on legal topics, preferably from Honours courses. (If not from law Honours courses, please briefly indicate why you have chosen the essay(s).)