



LEGAL ASSISTANT Application Form

Please complete legibly, in black ink or electronically

PERSONAL DETAILS

Surname	
Forenames	

Please tick the appropriate box indicating your preferred title

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Other	<input type="checkbox"/>
-----------	--------------------------	------------	--------------------------	-------------	--------------------------	-----------	--------------------------	-----------	--------------------------	--------------	--------------------------

Correspondence Address	
Postcode	
Telephone	
Mobile	
Email	

Nationality at birth

Present Nationality

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 the last week of March and the first half of April 2019 when not available:

UNIVERSITY EDUCATION

(a) Law Degree

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

SUBJECTS STUDIED

(Please indicate Honours subjects, marks/grades, and any prizes or distinctions gained)

FIRST YEAR:

--

SECOND YEAR:

--

THIRD YEAR:

--

FOURTH YEAR:

--

(b) Other university qualifications, eg undergraduate degree (in a subject other than law), postgraduate study, Diploma in Legal Practice

University	Title of Degree	Class awarded and date	<i>or</i>	Class expected and date

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

--

EMPLOYMENT HISTORY

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

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

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?

REASONS FOR WANTING TO WORK AT THE SCOTTISH LAW COMMISSION

Please give brief reasons for wanting to work at the SLC, mentioning any current or imminent law reform projects in which you would have an interest.

REFERENCES

Please give the name, designation and address (including, if possible, e-mail address) 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.

--	--

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		SLC Twitter feed		Other means (please specify)	
--------------------	--	--------------------	--	------------------	--	------------------------------	--

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 Law Honours courses. (If not from Law Honours courses, please briefly indicate why you have chosen the essay(s).) Please also make sure that the title or subject of each essay is clearly marked on it.