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** |  | **Mrs** |  | **Miss** |  | **Ms** |  | **Dr** |  | **Other** |  |
| **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** | ***or*** | **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 FacultyNotice |  | 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.