



**Peterborough Office**  
Grant House  
101 Bourges Boulevard  
Peterborough  
PE1 1NG  
01733 888735

## Application Form for Training Contract

To help us deal with your application as efficiently as possible, please complete this form as fully as you can. There is space at the end the form for 'Additional Information' which you can use to provide us with further information or to include more details if there is not enough space in any section of the form (if so, please indicate the question to which the further information relates).

We recognise that the form is detailed, but such information is required to ensure that we can deal with your application efficiently.

You can save this file at any time and return to it later (your data will not be lost).

Once completed, please return the form to us by clicking on the "submit form" button at the top of this page. Alternatively, you can save the file and then attach it to an email (send your email to [hr@buckles-law.co.uk](mailto:hr@buckles-law.co.uk)).

Thank you

# YOUR APPLICATION

## Section A: Personal Details

Title (Mr/Mrs/Miss/Ms/Other)

Forename

Middle Initials

Surname

Known as (if different to Forename)

Permanent Address

Postcode

Home Telephone Number

Mobile

Email

How long have you lived at this address?

Term-time Address (if different)

Postcode

Term-time Telephone Number

Last date this address is valid

## Section B: Application For

Which year are you looking to commence your training contract?

Would you be interested in a work experience placement prior to training contract?

Have you made a previous application to Buckles?  
If so, please give details

Have you any previous links with Buckles?  
If so, please give details

Please give any connections you have to the Peterborough area e.g. Family, school, university etc?

Nationality

Do you need a work permit for this country?                      Yes                      No

If yes, do you have a work permit?                                      Yes                      No

If yes, what is the expiry date?

Do you have a full UK driving licence?                                Yes                      No

Do you have any criminal convictions?  
(if yes, please give details)

Have you ever been subject to any  
proceedings/complaints initiated by The Law  
Society, the Solicitors Regulatory Authority or any  
other Professional Body?  
(if yes, please give details)

Have you ever been subject to disciplinary action of  
any kind?  
(if yes, please give details)

How did you hear about Buckles?

**Section C: Education – Only specify schools/colleges attended from age 11)**

**SECONDARY EDUCATION:**

<b>Name</b>	<b>Town</b>	<b>From</b> (month & year)	<b>Date To</b> (month & year)
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**GCSE or Equivalent Subjects Taken**

<b>Subject</b>	<b>Grade</b> (A**-F)	<b>Year taken</b>	<b>Level</b> (GCSE, O level, other)
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**Additional Information about your undergraduate degree:**

e.g. Scholarships or other academic distinctions/prizes

**POSTGRADUATE DEGREE:**

**Institution** **From** (month & year) **To** (month & year)

**Course Title**

**Type**

MSc etc.

**Grade**

**Awarded / Expected**

**Title of Thesis**

**LAW SOCIETY EXAMINATIONS**

**If you intend to take or already have achieved the CPE/GDL please give details:**

**Provider** **From** (month & year) **To** (month & year)

**Status**

**If you intend to take or already have achieved the LPC please give details:**

**Provider** **From** (month & year) **To** (month & year)

**Status**

**COMPUTER SKILLS:**

**How would you rate your computer skills?**

**LANGUAGE SKILLS:** **Language** **Written level** **Spoken level**

**Give details of languages  
and rate level**

## Section D: Work Experience

**Name of Employer** **From** (month & year) **To** (month & year)

**Address of Employer**

**What have you learnt from the experience?**

**Name of Employer** **From** (month & year) **To** (month & year)

**Address of Employer**

**What have you learnt from the experience?**

**Name of Employer** **From** (month & year) **To** (month & year)

**Address of Employer**

**What have you learnt from the experience?**

**Name of Employer** **From** (month & year) **To** (month & year)

**Address of Employer**

**What have you learnt from the experience?**

**ANY OTHER POSITIONS OF RESPONSIBILITY HELD?**

## Section E: Further Details

### HOBBIES & INTERESTS

### ADDITIONAL QUESTIONS

What do you think is the key to Buckles' success?

What are the key elements of the role of a Commercial Solicitor?

How does a commercial law firm keep their existing clients happy?

## Section F: Diversity

Buckles is committed to diversity and providing an inclusive and supportive world of work. In order to ensure that our Policy in this regard is effective, we need to gather information regarding applicants. We therefore request that you provide the following information. Please be aware that this information will not be referred to as part of your application.

**Gender**

**Date of Birth** (dd/mm/yyyy)

**Ethnicity**

**If other please specify**

**Religious belief**

**Sexual orientation**

**Do you consider yourself to be disabled and/or have a disability covered by the DDA?**      Yes                  No

(If yes please give details, including any reasonable adjustments we should make to assist you.)

## Section G: Supplementary Information

**ADDITIONAL INFORMATION :**

**If there is any further information you think we should be aware of please state it here:**

## Section H: References

### ACADEMIC REFEREE:

**Name**

**Position**

**Organisation and Address**

**Contact Telephone Number**

**Email**

**Capacity known**

### OTHER REFEREE:

**Name**

**Position**

**Organisation and Address**

**Contact Telephone Number**

**Email**

**Capacity known**

### Declaration

I understand that giving any incorrect or misleading information, or any omission made with the intention of misleading the firm, could lead to the withdrawal or any offer of contract or my dismissal. I accept any of the firms Conditions of Contract stated in this application.

Data Protection Act 1998 – The information given on this form will be processed by computer. It will only be used for recruitment and selection purposes. If you join Buckles the information will be transferred to our computerised staff information system.

By returning this application form, you consent to Buckles using and keeping information about you, provided by you or by third parties, such as referees, relating to your application or future employment. Such information may also include details relating to your health and criminal background.

To submit the form, please press the '**Submit form**' button at the top of the **first** page