**APPLICATION FORM**

 **STRONACHS LLP**

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| **Year in which you wish your traineeship to commence**  |  |  |
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| **Preferred location of traineeship** | **Aberdeen** |  | **Inverness** |  |  |  |
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| **Personal details** |  |  |  |
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| **First Name** |  | **Title** |  |
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| **Last Name** |  |  |  |
|  |  |  |  |
| **Home address** |  | **Address for correspondence *(if different*)** |
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| **Telephone** |  |  |  |
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| **Mobile telephone** |  |  |  |
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| **Email address** |  |
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| **Entitlement to work in the UK** |  |  |
| **Are you a UK Citizen or holder of a work permit for the UK?** |
| **☐ Yes** |
| **☐ No – if no please give details of your work permit status below.** |
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| **Secondary Education** |  |  |
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| **Name of School** |  | **Address** |  |
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| **Qualifications Gained** |  |  |
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| **Level –** **National 5, Standard Grade, GSCE or similar** | **Subject** | **Year** | **Grade / % mark**  |
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| **Level –** **Higher, AS, A** **or similar** | **Subject** | **Year** | **Grade / % mark**  |
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| **Higher Education** |  |  |
| ***Please include all colleges and universities attended including current university*** |
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| **From** | **To** | **Name of College or University** | **Course** | **Qualification (*indicate class obtained or expected)*** |
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| **Details of law degree course subject for all years** |
| **First year** | **% Mark / Grade** | **Merit / Distinction** |
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| **Second year** | **% Mark / Grade** | **Merit / Distinction** |
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| **Third year – Ordinary Subjects** | **% Mark / Grade** | **Merit / Distinction** |
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| **Third year – Honours Subjects *(if applicable)*** | **% Mark / Grade** | **Merit / Distinction** |
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| **Fourth year *(if applicable)*** | **% Mark / Grade** | **Merit / Distinction** |
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| **Fourth year – Dissertation *(if applicable)*** | **% Mark / Grade** | **Merit / Distinction** |
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| **Where did you / do you intend to study for your Diploma in Legal Practice?** |
| **Name of College or University** | **From** | **To** |
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| **Details of Diploma in Legal practice if already completed** | **Merit / Distinction** | **From** | **To** |
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| **Details of any other professional qualifications held or occupational training courses completed which have not been included elsewhere on this form and which you consider to be relevant.** |
| **Organisation** | **Date** | **Qualification** |
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| **Employment *(please include vacation work, voluntary service and other work experience)*** |
| **Employer** | **Position Held** | **Type of Work** | **Dates** |
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| **General** |
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| **What do you believe a traineeship at Stronachs would be like? (Max 150 words)** |
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| **Please describe the skills and attributes you have gained and how you would use them in a Traineeship. (Max 200 words)** |
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| **Please indicate your leisure interests. (Max 150 words)** |
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| **Please indicate positions of responsibility held. (Max 150 words)** |
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| **Please detail any other factors which you feel are relevant in support of your application. (Eg. languages, scholarships, awards, sporting or cultural attainments) (Max 150 words)** |
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| **References – Please give the names, addresses and telephone numbers of two referees, one of which must be academic. *(Academic referees will only be contacted following interview and other referees will only be contacted if a traineeship offer is made.***  |
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| **Where did you hear about our traineeship?**  |  |
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**Applications should be completed and returned to:**

**Lorraine Smith, HR Manager, Stronachs LLP, 28 Albyn Place, Aberdeen, AB10 1YL**

**or emailed to** **traineeships@stronachs.com**

**Equal Opportunities**

Stronachs LLP is an equal opportunities employer and treats all applicant and employers fairly regardless of their sex, race, disability, religion or belief, sexual orientation, gender reassignment or age.

Should you have any disability requiring reasonable adjustments to the application or interview process, please contact our HR Manager, Lorraine Smith on lorraine.smith@stronachs.com or by post to 28 Albyn Place, Aberdeen, AB10 1YL.

**Data Protection Notice**

This Privacy Notice makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Information we hold about you

In connection with your application for work with us, we will collect, store, and use information you have provided on our application form and any covering letter or email, and any information you provide to us during an interview. We collect personal information about candidates from you, your named referees and from third parties from publicly accessible sources.

How we will use information about you

We will use the personal information we collect about you to: assess your skills, qualifications, and suitability for the role; carry out background and reference checks, where applicable; communicate with you about the recruitment process; keep records related to our hiring processes; comply with legal or regulatory requirements. It is in our legitimate interests to decide whether to appoint you to work since it would be beneficial to our business to appoint someone to that role. We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application form and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and/ or carry out any other check before confirming your appointment. If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we will use particularly sensitive personal information

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

Data sharing and security

We will not share your personal information with any third parties for the purposes of processing your application save to request references. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will retain your personal information until the date on which the role you applied for commences. We retain your personal information during that period so that for successful candidates we can keep in touch with you and make arrangements for you starting and so that for unsuccessful candidates we may contact you in case further traineeship opportunities arise. We also retain your personal information during that period can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

Rights of access, correction, erasure and restriction

Under certain circumstances, by law you have the right to:

1. **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
2. **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
3. **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
4. **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
5. **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
6. **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Lorraine Smith, HR Manager in writing. By applying for this role, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact Lorraine Smith, HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.