Paralegal Application Form

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**Personal Details**

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Forename (s)       Title

Surname       Middle initials

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Home address

(Include postcode)

Telephone number       Mobile number

Email address

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address for correspondence

(if different from permanent address. Include postcode)

Dates at this address

Telephone number

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**Personal Details (continued)**

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How did you hear about this position?

Have you made a previous application to T G Baynes?
(Please include date and outcome of any previous applications to T G Baynes)

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**Education**

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**Secondary Education**

List details of GSCE or equivalent subjects, A/S and A Level subjects.

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School/College etc.** | **Qualifications obtained** | **Subject** | **Grade** |
|       |       |       |       |
|       |       |       |       |
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**Education (continued)**

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**Undergraduate Education**

University/College

Title of Course

Dates of Attendance

Result       Expected/Achieved

Please list below the result achieved in each subject.

|  |  |  |
| --- | --- | --- |
| **Year** | **Subject** | **Result** |
| Year 1 |       |       |
| Year 2  |       |       |
| Year 3 |       |       |
| Year 4 |       |       |

**Post Graduate Education (including LPC)**

University/College 1

Title of Course

Dates of Attendance

Electives/Subjects studied

Results       Expected/Achieved

University/College 2

Title of Course

Dates of Attendance

Electives/Subjects studied

Results       Expected/Achieved

**Work Experience**

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**Work Experience/Employment History (Legal)**

|  |  |  |
| --- | --- | --- |
| **Employer Name and Address** | **Dates** | **Job Title/Type of work (description of tasks/duties undertaken)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
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**Work Experience/Employment History (Non-Legal)**

|  |  |  |
| --- | --- | --- |
| **Employer Name and Address** | **Dates** | **Job Title/Type of work (description of tasks/duties undertaken)** |
|       |       |       |
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**Additional Information**

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Please explain why you have chosen to apply to T G Baynes for a Paralegal role.

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What do you consider you can offer T G Baynes as a Paralegal?

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**Additional Information (continued)**

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Please list any skills, experience or personal qualities you possess which you believe will support your application.

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**Other Information**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please give details of any prizes, scholarships, posts of responsibility that will support your application.

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Outline if you speak any other languages and to what level.

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Computer skills.

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Please list any hobbies, interests or travel experiences.

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What are your personal goals? (not legal)

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Have you ever been convicted of any offence in any court of the UK or elsewhere (other than a motoring offence not resulting in disqualification)?

If yes, please provide details.

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**References**

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All appointments are subject to satisfactory references. Please provide the name and address of two referees, one of which must be academic or a current or previous employer.

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Telephone Number** |
|       |       |       |
|       |       |       |

N.B. We will only apply for references once an offer has been made and we have your permission to do so.

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Are you eligible to work in the UK? Would you require a work permit?

If no, please provide more information

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**Personal Data**

**In submitting this form you consent to us processing your personal data in connection with your application.**

**We will process your personal data in accordance with our privacy notice for candidates.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please include a covering letter with your application, explaining why you should be considered for a post as Paralegal.

**Please return your completed application to** **recruitment@tgbaynes.com**

The deadline for applications for Paralegal closes end of April 2024

Interviews will be held in June 2024 and the role will commence September 2024

We are an equal opportunities employer.