

Person Specification and Further Information for Job Applicants for traineeships funded by the traineeship support scheme (Any matter highlighted in yellow and *italicised* may be changed by employing organisations)

FORM B – PERSONAL INFORMATION

All information provided in Form B will be separated from Form A of your application and will not be used during the short-listing for interview process. When interviewing, our interviewers will only have access to your name.

Your application is in 3 parts: (A) application (B) personal information (C) diversity information. Please complete all three forms. Return Forms A & B to the organisation at info@brazenallandorr.co.uk. Return Form C **only** to traineeshipfund@lawscot.org.uk.

INFORMATION REQUIRED FOR INTERVIEW

What is your full name?	
What do you prefer to be called?	
What is your email address?	
What is your phone number?	

If an offer of employment is made to you, we will ask the following:

- Your home address.
- Have you ever been convicted of a criminal offence (subject to the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) (Order 2013) (as amended)? And, if the answer is yes, we will ask for details of the offences, judgements, dates etc).
- We will ask you for two referees from whom we will obtain written references. Confirmation of your appointment will depend upon these references being satisfactory. One of your referees must be your present or most recent employer (if applicable).
- You will be required to provide evidence of your entitlement to work in the United Kingdom. More information on the accepted documentation which can be used to evidence your right to work in the United Kingdom can be found [here](#).

DECLARATION

By submitting an application, I agree to take all reasonable steps to support the employer in meeting its obligations under the Scottish Government traineeships support funding scheme.

I declare that all information contained in Forms A and B of this application is true and correct to the best of my knowledge. I understand that false information may result in subsequent dismissal without notice or withdrawal of any offer of appointment. I understand that the employer will need to process the information which I have given in this application, for the purpose of determining my suitability for employment with the employer, in terms of the Data Protection Act 2018. I understand that by applying I am agreeing to the terms and conditions of the traineeship fund as they relate to trainee solicitors.

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SIGNATURE	
DATE	

Please note that canvassing directly or indirectly will disqualify your application.