**Application Form for Work Experience**

Completed forms should be submitted to:

F.A.O. BG Careers Email: careers@bgsolicitors.com

BG Solicitors LLP

12-18 Frances Street Tel: 01724 847888

Scunthorpe

North Lincolnshire

DN15 6NS

Please fill in the below (should further help be required please do not hesitate to contact us):

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname: | Contact Telephone number: |
| Forenames: |  |
|  | Email address: |
| Address: | Male/ Female:  Date of Birth: |
| Postcode: | (for insurance purposes) |

1. PARENT DETAILS

|  |  |
| --- | --- |
| Surname: | Contact Telephone number: |
| Forenames: |  |
|  | Email address: |
| Address:  (If different from above) |  |
| Postcode: |  |

1. EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School/ college/ University | Examinations taken and Qualifications Gained |

1. EMPLOYMENT RECORD

(Please list chronologically, starting with most recent employer)

|  |
| --- |
|  |

1. CAREER IN LAW

(Please explain why you want to pursue a career in law?)

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| --- |
|  |

**Are there any dates that you would be available for work experience?**

**Work Experience Procedure**

1. Complete and return application form.
2. All applications forms will be reviewed by BG Solicitors. Successful candidates will then progress to the next interview stage.
3. Interviews will be arranged to take place.
4. BG Solicitors will then review interviews and contact successful applicants to arrange a work experience placement.
5. Please also note that BG Solicitors are only able to accommodate 6 students per year.
6. Please note that applications are accepted in May and November each year. Interviews will take place in June and December each year. For example, if you apply in May, you may be successful for interview in June. Then placement will be considered between July and December.

**Notes to accompany Application Form**

1. Work Hours are 10am-3pm.
2. Smart Dress (suit attire, black/grey trousers, smart tops and suit jacket/smart cardigan).
3. Dinner is to be taken at 12noon or 1pm. Time allowed is 1 hour. There is the option to go into the town for dinner (if your parents/legal guardian email or telephone us with their consent for this prior to the placement) or there are facilities to have something in the office with a rest room for people to have their lunch.
4. Should you have any medical appointments, please let us know and we can accommodate these.
5. You will be placed in different departments to review files and draft documents in order to see how a case progresses.

If successful in obtaining work experience then we ask that you contact the office 2 weeks before the date of the work experience, to let BG Solicitors know you will still be attending for work experience.

A timetable will then drawn up for the work experience.

On the first day of the work experience you shall receive an induction and a tour of the building.

Should there be any questions, please do not hesitate to contact us.