## Undergraduate Placement – Legal Assistant 2022/2023

## *Please complete all sections fully, and submit to the email address shown at the end of this form.*

## Personal Details

|  |  |  |
| --- | --- | --- |
| Title (Mr / Mrs / Ms / Miss / etc.) |  | |
| Full Name: |  | |
| Address: |  | |
|  |  | |
|  |  | |
|  |  |  |
| Telephone Numbers: | Home: -  Mobile: - | |
| E-mail address: |  | |
| National Insurance Number: |  | |

**Education –** Include secondary school education. Please start with most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  Month / Year | To  Month / Year | Name of Educational Establishment | Course Title /  Qualification | Grade(s) |
|  |  |  |  |  |
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**Current Studies**

|  |  |
| --- | --- |
| Areas of Law Studied during 1st Year | Grades / Marks achieved |
| Areas of Law Studied during 2nd Year | Grades / Marks expected |

**Legal Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Duration of Experience  (Wks / Months / Years) | Company Name &Location | Areas of work / Experience gained |
|  |  |  |  |
|  |  |  |  |

**Other Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Duration of Experience  (Wks / Months / Years) | Company Name &Location | Areas of work / Experience gained |
|  |  |  |  |
|  |  |  |  |

## IT Skills - Please indicate your skill level by ticking the appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Software / Application | No experience | Beginner | Intermediate | Advanced |
| Word |  |  |  |  |
| Excel |  |  |  |  |
| PowerPoint |  |  |  |  |
| Outlook (Diary) |  |  |  |  |
| E-mail |  |  |  |  |
| Other, Please specify |  |  |  |  |

**Additional Training / Workshops**

|  |  |
| --- | --- |
| Date | Course / Workshop Title |
|  |  |

**Interests / Club membership**

|  |
| --- |
| Please provide details of any activities |
|  |

**Why are you applying to JCP Solicitors?**

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| Please provide an explanation as to why you would like to complete your placement with JCP Solicitors. |
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| Please state why you feel you are the ideal candidate for this placement, indicating how your personal attributes and abilities will enable you to be successful during your time at JCP Solicitors. |
|  |

|  |  |
| --- | --- |
| Are you related to, or do you know anyone currently working at JCP Solicitors? ***If yes, please provide their name*** |  |
| Are you prepared to travel? |  |
| Would you consider a placement in our Swansea, West Wales or South East offices? (Or all three) |  |

*JCP Solicitors is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations.  JCP Solicitors recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, nationality, gender, disability, age, sexual orientation, religion or belief, or any other prejudice; we therefore welcome applications from all sections of the community.*

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my not being offered the position, any job offer being withdrawn, disciplinary action being taken, or my dismissal.

Signature:

Date:

Please return completed application forms to: Anne-Marie Hutton at Swansea University Law School, [a.hutton@swansea.ac.uk](mailto:a.hutton@swansea.ac.uk) by 31 May 2022.