

Paralegal / Solicitor Apprenticeship - External Application Form 2024

SECTION 1 : Entry Criteria

Paralegal Apprenticeship

- ▼ 96 UCAS points x 3 A-Levels (CCC A-Levels)
- ▼ 5 x GCSEs at grades 9-4, including in English and Maths (or equivalent)

Solicitor Apprenticeship

- ▼ 128 UCAS points – x 3 A-Levels (ABB A-Levels)
- ▼ 5 x GCSEs at grades 9-4, including in English and Maths (or equivalent)

When submitting your completed application form, please also provide proof of qualification to support your application. Please ensure the completed form and proof are emailed across to anexoacademy@bondturner.com

SECTION 2 : Personal Details

Name:

Address:

Postcode:

Email:

Phone:

Do you require any reasonable adjustments to be made if you are invited to an assessment day or interview? Yes No If yes, provide details below:

Are you applying for:

- Paralegal Apprenticeship
- Solicitor Apprenticeship

BOND ▼ TURNER

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SECTION 3 : Academic

University

Institution: INSTITUTION NAME
Course: COURSE DETAILS
Dates attended: DATE ATTENDED To: DATE ATTENDED
Grade achieved/predicted: YOUR GRADE

College / School

Institution	Qual Type	Subject	Grade	Date Awarded
Name:				
Address:				
From:				
To:				
Name:				
Address:				
From:				
To:				

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SECTION 4 : Work / Professional Experience

Please provide details of any courses or other specialised training not included above which you feel are relevant to this role (e.g., Duke of Edinburgh Award, St John's Ambulance etc.)

Work Experience / Past Employment (1)

Firm:	FIRM NAME
Department:	DEPARTMENT
Date joined:	DATE JOINED
Brief details / key responsibilities:	DETAILS / RESPONSIBILITIES
Reason for leaving:	REASON FOR LEAVING

Work Experience / Past Employment (2)

Firm:	FIRM NAME
Department:	DEPARTMENT
Date joined:	DATE JOINED
Brief details / key responsibilities:	DETAILS / RESPONSIBILITIES
Reason for leaving:	REASON FOR LEAVING

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SECTION 4 : Work / Professional Experience

Previous Experience (3)

Firm:	FIRM NAME
Department:	DEPARTMENT
Date joined:	DATE JOINED
Brief details / key responsibilities:	DETAILS / RESPONSIBILITIES
Reason for leaving:	REASON FOR LEAVING

SECTION 5 : Questions

General

What type of student were you? How would you describe yourself? (Max. 200 words)

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SECTION 5 : Questions

General

Why do you want to train at Bond Turner? (Max. 200 words)

What do you think are the most important skills a Paralegal / Solicitor (answer as appropriate for the position applied for) should display? (Max. 200 words)

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SECTION 5 : Questions

General

Why do you consider that you have the necessary qualities to succeed as a Paralegal / Solicitor (answer as appropriate for the position applied for)? (Max. 200 words)

Describe a time when you went over and above to help another pupil/work colleague. (Max. 200 words)

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SECTION 5 : Questions

General

What is your long-term career goal and why? (Max. 200 words)

Apprenticeships consist of a full-time job and study and will require you to organise your time. Can you tell us about a time when you had to manage your time and what techniques you used? (Max. 100 words)

Can you tell us about a time when you received negative feedback? How did you handle it and what did you do to improve? (Max. 200 words)

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SECTION 5 : Questions

Organisational

What areas of law do Bond Turner specialise in?

What recently publicised cases are Bond Turner involved with?

When did the Anexo Group become a PLC?

SECTION 6 : References

You will need to submit TWO references (forms attached below). Please ensure that your referees are not family members. A referee could be a mentor/tutor/teacher, etc.

Reference 1:

Name:

Position:

Organisation Name & Address:

Email address:

Telephone:

Reference 2:

Name:

Position:

Organisation Name & Address:

Email address:

Telephone:

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Section 7 - Referees Only

Reference Forms

Applicant Name:

How long have they been known to you: In what capacity:

	Excellent	Good	Satisfactory	Requires Improvement
▼ Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Confident in communicating instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Confident public speaker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Good organisational skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Mature and thoughtful outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Demonstrates initiative and a proactive approach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Able to develop positive relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Able to manage a team effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Being a positive role model	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Ability to meet deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Ability to take advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
▼ Smart appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide details in relation to the applicants skills/abilities for this role below:

Print Name: Date:

Signature: Position:

Organisation Name: Email:

Referees Only

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