

Trainee Solicitor

Programme

Northern Ireland

APPLICATION PACK FOR SEPTEMBER 2022 ENTRY





The process and selection

Our work is rooted in our values: integrity, partnership, responsiveness, innovation and performance. We judge potential colleagues primarily on whether they share the firm’s values and whether they have the demonstrated character, ability, stamina and drive to apply those values consistently in their day-to-day work.

The strength of Arthur Cox is in the diversity of our people. Our trainees each have different backgrounds, interests and ambitions. For further information on the Arthur Cox Trainee Development Programme and to learn more about our trainees, visit [www.arthurcox.com](http://www.arthurcox.com)

The number of places on the Belfast Trainee Solicitor Programme varies from year to year. Applications must be made as set out below and should be received on or before the application closing date.

We will make a selection of candidates for interview and notify all applicants as soon as possible as to whether they have been included in this selection.

Any offer shall be subject to the relevant candidate being offered a place on the Institute of Professional Legal Studies Solicitor course and satisfying any other criteria that we may specify from time to time.

Our programme is designed around the personal talents, skills and interests of each trainee. We support each individual to become a unique and expert lawyer. Our focus is on your potential.

# PERSONAL INFORMATION

|  |  |
| --- | --- |
| Forename(s) |   |
| Last name |   |
| Known as |   |
| Address |   |
| Mobile phone |   |
| Email |   |

# A-LEVELS OR EQUIVALENT

|  |  |  |  |
| --- | --- | --- | --- |
| Exam type (eg A-level, leaving cert) |   | School |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Subject* | *Year* | *Grade* | *Subject* | *Year* | *Grade* |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

# PRIMARY DEGREE & RESULTS TO DATE

## Include results expected by September of application year.

## If applicable, add any conversion course details overleaf, and further degree courses in your CV.

|  |  |  |  |
| --- | --- | --- | --- |
| Course |   | Classification (if completed) |   |
| Institution |   | Average Grade (if ongoing) |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Year 1: Subject* | *%* | *Grade* | *Year 2: Subject* | *%* | *Grade* |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
| *Year 3: Subject* | *%* | *Grade* | *Year 4: Subject* | *%* | *Grade* |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |

(form continues overleaf)

# CONVERSION COURSE & RESULTS TO DATE

## Only complete this section if applicable.

## Include results expected by September of application year.

|  |  |  |  |
| --- | --- | --- | --- |
| Course |   | Classification (if completed) |   |
| Institution |   | Average Grade (if ongoing) |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Year 1: Subject* | *%* | *Grade* | *Year 2: Subject* | *%* | *Grade* |
|   |   |   |   |   |   |
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# Submission

1. Send all the following as attachments within this form, in a single email to: traineerecruitmentni@arthurcox.com
* A covering letter setting out why you want to qualify as a solicitor
* The completed Application Form (this document) including a photograph
* A detailed CV
1. Send the completed Monitoring Form (available at www.arthurcox.com) as an attachment to a single email entitled “2022 Trainee Application MF” to: monitoringni@arthurcox.com

# Further notes for applicants

* It is the applicant’s responsibility to ensure that all required information is received by the closing date.
* All personal data will be processed in compliance with the General Data Protection Regulation. For further information about our Data Protection Policy, please contact us at gdprni@arthurcox.com.

