

Trainee Solicitor Programme

Northern Ireland

APPLICATION PACK FOR SEPTEMBER 2024 ENTRY

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.



THE PROCESS AND SELECTION

Your career as an Arthur Cox trainee solicitor will be challenging, exciting and rewarding. The Trainee Programme is designed to help you meet those challenges and develop new knowledge and skills.

If you want to make the best possible start to your legal career, consider the Trainee Programme at Arthur Cox.

For further information on the Arthur Cox Trainee Development Programme and to learn more about our trainees, visit <https://www.arthurcox.com/careers/trainees-and-interns/trainee-programme#belfast-trainee-programme>

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 notify those candidates selected for interview as soon as possible.

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.

PERSONAL INFORMATION

| | | |
|-------------------------|----------------|----------------|
| Forename(s) | | |
| Last name | | |
| Known as | | |
| Address | | |
| Mobile phone | | |
| Email | | |
| Proposed Admission Year | September 2024 | September 2025 |

A-LEVELS OR EQUIVALENT

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

| <i>Subject</i> | <i>Year</i> | <i>Grade</i> | <i>Subject</i> | <i>Year</i> | <i>Grade</i> |
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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 | <input type="text"/> | Classification (if completed) | <input type="text"/> |
| Institution | <input type="text"/> | Average Grade (if ongoing) | <input type="text"/> |

| <i>Year 1: Subject</i> | <i>%</i> | <i>Grade</i> | <i>Year 2: Subject</i> | <i>%</i> | <i>Grade</i> |
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| <i>Year 3: Subject</i> | <i>%</i> | <i>Grade</i> | <i>Year 4: Subject</i> | <i>%</i> | <i>Grade</i> |
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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) | |

| <i>Year 1: Subject</i> | <i>%</i> | <i>Grade</i> | <i>Year 2: Subject</i> | <i>%</i> | <i>Grade</i> |
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SUBMISSION

- Send all the following as attachments within this form, in a single email to: trainerecruitmentni@arthurcox.com
 - ✓ A covering letter
 - ✓ The completed Application Form (this document)
 - ✓ A detailed CV
- Send the completed Monitoring Form (available at www.arthurcox.com) as an attachment to a single email entitled “2024 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 gdpni@arthurcox.com.