**The Law Society of Scotland**Insight Week Programme

|  |
| --- |
| **PART A** |

**Please tick the placement date(s) below which you are interested in:**w/c Monday 17 February 2020 [ ]  w/c Monday 15 June 2020 [ ]

|  |
| --- |
| **1. QUESTIONS** |

**Please answer the following questions below as fully as you can. Successful applicants will be determined based on their answers provided in Part A.**

* 1. What do you know about the Law Society of Scotland and how do you hope an insight here would benefit your future career? *(300 words max)*

*Please type your response here*

1.2 Considering what you know about the work of the Law Society, what areas of our work would you most hope to get exposure to during your insight week? This can be either because it might benefit your career, or because you are most interested in the work of a particular team. (200 words max)

*Please type your response here*

1.3 Please give details about the way you consider your experience, skills and knowledge to date are relevant to the insight week at the Law Society of Scotland. These may have been gained in your education, training, voluntary, community or leisure interests (200 words max)

*Please type your response here*

1.4 The Society’s values are Respect, Openness, Progress, Integrity and Inclusion. If successful in obtaining a place on the insight week with the Society you will be expected to demonstrate behaviours which reinforce these values. Taking responsibility for your actions, being helpful and behaving with impartiality, respect and fairness are examples of behaviours expected from all staff. Please provide examples of occasions where you have shown such behaviours.

You may refer to examples from school, university, work experience, voluntary, community or leisure pursuits *(300 words max)*

*Please type your response here*

|  |
| --- |
| **PART B** |

All information provided in Part B will be separated from Part A of your application and will not be used during the short-listing process.

|  |
| --- |
| **2. PERSONAL DETAILS** |

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms etc.): | First Name: |
|  |  |
| Surname: | Previous Name (if applicable): |
|  |  |
| Address: | Home phone number: |
|  |  |
| Mobile phone number: |
|  |
| Postcode: | Email address: |
|  |  |

|  |
| --- |
| **3. CRIMINAL OFFENCES** |

Have you ever been convicted of a criminal offence? (Subject to The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003)

 YES [ ]  NO [ ]

If your answer to the above was YES please give details (offence, judgement, date)

*Please type your response here*

|  |
| --- |
| **4. EDUCATION** |

Please indicate what level of study you are currently at:

|  |
| --- |
|[ ]  School pupil |
|[ ]  LLB student\* |
|[ ]  Diploma student |
|[ ]  Completed Diploma  |
|[ ]  Other postgraduate student  |
|[ ]  Other  |
|  |  |
|  | \*LLB students; please specify your year of study: ….. |

Please complete all sections that are relevant to you.

|  |  |
| --- | --- |
| Secondary education  |  |
| School attended |  |
| Dates from/to |  |
| Qualifications obtained (please include your grades/ projected marks) |  |
| University education |  |
| University attended  |  |
| Dates from/to |  |
| Qualifications obtained (please include grades) |  |
| Additional education  |  |
| Please list any other additional study undertaken; listing the institution, dates attended, qualification and grades awarded |  |

|  |
| --- |
| **5. TRAVEL** |

To be considered for a placement at the Society you must be prepared to commute to The Law Society Office which is based at Atria 1, 144 Morrison Street, Edinburgh, EH3 8EX.

The Law Society will reimburse you for reasonable travel expenses.

|  |
| --- |
|[ ]  I confirm that I am able and willing to commute to The Law Society of Scotland offices for the duration of the insight week |

|  |
| --- |
| **6. CONFIDENTIALITY**  |

I agree that if successful in my application for the Insight week at the Law Society of Scotland, that I shall not at any time whilst in the placement or at any time thereafter, directly or indirectly use, record or disclose any Protected Information (as defined below), except as may be necessary for the proper performance of my placement or as may be specifically authorised in writing by an authorised person within The Law Society of Scotland.

Protected Information means information in whatever form and on whatever medium which is

1. for The Law Society of Scotland business use only in that it is intended for the use of Law Society staff only and the unauthorised disclosure of which beyond this purpose would be likely to be prejudicial to the interests of The Law Society of Scotland and/or
2. subject to restriction on disclosure of personal data in accordance with the provisions of the GDPR, Data Protection Act 2018

The Law Society will treat the information contained within this form as confidential and in accordance with GDPR, Data Protection Act 2018. For information about how we use your personal data see our [privacy policy](https://www.lawscot.org.uk/website-terms-and-conditions/privacy-policy/) at [www.lawscot.org.uk](http://www.lawscot.org.uk)

.

|  |
| --- |
| **7. DECLARATION** |

I authorise The Law Society of Scotland to hold, collect and store the information contained within this form for the purpose of assessing my application in accordance with the Insight Week Programme.

I declare that the information that I have provided within this form is correct to the best of my knowledge, and that I will abide by the rules and requirements that are set out on commencement of the placement if successful.

Signature: Click here to enter text. Date: Click here to enter a date.

If you are successful in your application and undertake an insight week with us, we’d like to find out more about how your career has progressed in future. Check the relevant box below to let us know how you feel about this.

|  |
| --- |
|[ ]  I am happy for the Law Society to contact me regarding my progress following the insight week |
|  |  |
|[ ]  I don’t want the Law Society to be in touch regarding my progress following the insight week  |

**This form should be returned by 12noon on Friday 20 December 2019.**

**We will contact you regarding your application no later than 17 January 2020.**

Email your completed application form to: Gillianharvey@lawscot.org.uk

Alternatively, you can post it to us at:

Human Resources Team
Law Society of Scotland
Atria 1
144 Morrison Street
Edinburgh
EH3 8EX