**Law Society of Scotland – Adaptable Traineeship Application Form**

The Society has drafted the application form below for organisations to use when recruiting trainees. It is entirely optional. It is also completely adaptable – organisations may choose to remove sections which are not relevant to them or add other sections in.

The form has been designed to help ensure that all candidates are considered fairly. It is also hoped that the form will assist organisations get the best possible candidates for their trainee roles.

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| **Personal details** | |
| Full name |  |
| Email address |  |
| Primary contact number |  |
| Secondary contact number |  |

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| **Education details** | |
| Do you have a Diploma in Professional Legal Practice? | Yes  No – currently studying for the Diploma in Professional Legal Practice No – currently studying the LLB (Delete as appropriate) |
| Have you passed the Law Society of Scotland Examinations or do you have a LLB? | Law Society of Scotland Examinations LLB Hons LLB Ordinary (Delete as appropriate) |
| Please use this box to describe your performance in either the Law Society examinations or during your LLB? (I.e. marks in subjects, overall degree grade etc) |  |
| Please use this box to describe any other post-school education that you have undertaken which may be relevant to your application (e.g. any other undergraduate degrees, an LLM, any professional qualifications you have etc) |  |
| Tell us about any recognised awards or academic prizes that you have attained (Please note these should have been made by an official body e.g. university, examination, or charitable foundation) |  |

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| **Extenuating or mitigating circumstances** | |
| Are there any extenuating circumstances (e.g. medical, bereavement, carer responsibilities) that you would like us to be aware of regarding performance during the Law Society examinations or during your LLB? | Please give a broad overview of mitigating circumstances and the examinations you feel they effected.  There is no requirement to complete this. |

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| **Work Experience** | |
| Please use the space provided to explain how any work experience you have is relevant to your application for this role.  This may be legal work experience such as an internship but it is important to remember that non-legal work experience is just as likely to be relevant. |  |

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| **Extra-curricular activities** | |
| Please use the space provided to outline any extra-curricular activities you have undertaken whilst a student. This might include working part-time (particularly for part-time students) but may cover law-related activities or non-law activities. |  |

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| **Other skills** | |
| Please use this space to outline any additional skills that you have that may be relevant to your application (e.g. any other relevant qualifications, language abilities etc) |  |

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| **Competency-based questions** | |
| Please give an example of when you have had to solve a complex problem |  |
| Please give an example of when you had to work in a team |  |
| Please give an example of when you had to lead a project |  |
| Please give an example of a time when you had to resolve a conflict |  |