**A picture containing text, clipart

Description automatically generatedPersonal details**

|  |  |
| --- | --- |
| **First Name** |  |
| **Middle Name** |  |
| **Last Name** |  |
| **Known As**  **(If different from first name)** |  |
| **Email** |  |
| **Phone number** |  |
| **Address** |  |
| **Correspondence Address  (If different from above)** |  |

**Applying for**

**Training contract 2026 – Newcastle Office**

**Vacation scheme 2024 – Newcastle Office**

Please note that we typically look at vacation scheme and training contract applications as part of one process but in exceptional circumstances we would consider an application for a training contract only. We do not accept applications purely for the vacation scheme.

**Your application**

|  |  |
| --- | --- |
| **Have you previously applied to Hay & Kilner for any position?**  **If yes, please give details below** | **YES/NO** |
|  | |
| **Do you have any links with Hay & Kilner?**  **If yes, please give details below** | **YES/NO** |
| **Do you have any connections with the North East of England?** | **YES/NO** |
| Family School University Postgraduate Work Currently | |
| **Do you have the right to work in the UK?** | **YES/NO** |
|  | **YES/NO** |
| **How did you hear about Hay & Kilner?**  **Please state below** | |
|  | |
| Are there any adjustments or special arrangements that may assist you at an assessment day or interview? If yes, please let us know and we shall take any steps possible to assist you. | |

**Qualifications**

**Schools/Colleges**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Town** | **From** | **To** |
|  |  |  |  |
|  |  |  |  |

**GCSE or Equivalent Subjects**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade** | **Year Taken** | **Level** |
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**A-Levels**

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

**AS-levels, Baccalaureate, Scottish Highers or other A-level Equivalent Examinations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Grade** | **Year Taken** | **Level** |
|  |  |  |  |

**UCAS Tariff:**

**Baccalaureate Total (if applicable):**

**Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | **From** | **To** | **Law Degree** |
|  |  |  |  |

**Course Title:**

**Type:**

**Grade:**

**Additional Information:**

**Degree Modules**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **% Grade** | **Year** | **Optional** |
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**Additional Information:**

**Have you ever had to re-sit an exam:**

**If yes, which exam(s) and what was the outcome:**

**Are there any important mitigating reasons why you feel that the exam results you have listed do not fully reflect your abilities?**

**Postgraduate Courses**

**Complete as appropriate to your circumstances.**

**CPE/GDL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Status** | **Grade** | **Any additional information** |
|  |  |  |  |

**LPC**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Status** | **Grade** | **Any additional information** |
|  |  |  |  |

**SQE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Status** | **Grade** | **Any additional information** |
|  |  |  |  |
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**Other post-graduate course**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Status** | **Grade** | **Any additional information** |
|  |  |  |  |
|  |  |  |  |

**Other Skills**

**Do you have any additional qualifications or skills (e.g. language, IT or professional qualifications)? If so, provide details below:**

**Non-legal Work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From** | **To** | **Duties and achievements** |
|  |  |  |  |  |

**Additional Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From** | **To** | **Duties and achievements** |
|  |  |  |  |  |

**Additional Information:**

**Legal Work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Position** | **From** | **To** | **Details of duties / experience gained** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** |  | **From** | **To** | **Details of duties / experience gained** |
|  |  |  |  |  |

**What have you learnt from your legal work experience (200 words)**

**At Hay & Kilner, the way in which we work and operate are guided by our brand values:**

*- We are engaging*

*- We are relatable*

*- We are dynamic*

*- We are passionate*

*- We are supportive*

*- We excel*

1. **Choose one of these values and explain how you embody this in your personal, work or educational life. (200 words)**
2. **Choose a different value and explain how you would champion this value at Hay & Kilner. (200 words)**

**We are also interested in more than just your academic scores and work experience.**

1. **Tell us about yourself, your interests and what motivates you. (200 words)**
2. **Why do you want a career in law, and why are you choosing to do that in the North East? (200 words)**
3. **Why do you want to work at Hay & Kilner? (200 words)**

**Please give any additional information that is not covered elsewhere: (100 words)**

**Referees**

**Academic Referee**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Company/Organisation** |  |
| **Relationship To You** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Previous or current employer**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Company/Organisation** |  |
| **­Relationship To You** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |