



Dickson Minto W.S.
COMMERCIAL
PROPERTY TRAINEE
APPLICATION FORM 2011

PERSONAL INFORMATION

CONFIDENTIAL

1. Personal Details

Surname: _____

Forenames: _____

Home Address: _____

_____ Home Telephone No: _____

Mobile: _____ e-mail: _____

Term Address: _____

_____ Term Telephone No: _____

2. Education, Training and Qualifications

Names and Addresses of Schools Attended

Examinations Passed in School	Grades

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University: _____

Degree Courses taken: _____

Degree/Diploma Courses to be taken: _____

Ordinary Degree

Note: Before commencing a traineeship applicants must have obtained a Diploma in Legal Practice as required by the Law Society of Scotland.

Subjects Passed	Merits etc.

Honours Degree

Subjects Passed	Results (if known)

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Honours Degree

Subjects being taken

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Previous Degree (Give details of University, Degree and Principal Subjects)

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Other Professional or Occupational training

	Qualifications gained

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3. General

a. Foreign Languages Spoken/Written (please indicate fluency)

b. Are there any restrictions on your residence in the UK which might affect your right to take up employment in the UK? Yes/No

If answered Yes above, please detail:

c. Do you hold a valid driving licence? Yes/No

d. Are there any adjustments that we may require to make in relation to access or otherwise should you be invited for interview or accept employment with us? Yes/No

If answered Yes above, please detail:

e. Please indicate your leisure interests.

f. OPTIONAL

Please provide any further information you feel may be relevant (e.g. vacation employment/the appeal of property law/your suitability to property law/your personal ambitions/other...)

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4. References

Please give the names and addresses of two referees. N.B. Referees will not be contacted without your express permission

1. _____

2. _____

5. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from being offered a traineeship or may result in dismissal.

Date: _____ Signature: _____

Once completed this application form should be returned to:
Allan Fraser, Dickson Minto W.S., 16 Charlotte Square, EDINBURGH, EH2 4DF. Or e-mail to:
applications@dmws.com

Dickson Minto WS

16 Charlotte Square
Edinburgh
EH2 4DF
Tel: 0131-225-4455
Fax: 0131-225 2712

Royal London House
22/25 Finsbury Square
London, EC2A 1DS
Tel: 020-7628-4455
Fax: 020-7628-0027

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See Data Protection Notice below

DATA PROTECTION NOTICE

In completing this application form, you will provide Dickson Minto W.S. ("DM") with certain personal information ("the Information"). The Information will be held and used by DM to consider and process your application for a position with this firm. DM will keep the Information for as long as is necessary for this purpose. If your application is successful, the Information will be kept for use for the purposes of your employment. If your application is unsuccessful, we shall destroy the Information held by us.

Relevant partners and employees will be provided with the Information but we will not pass the Information to anyone outwith DM, except for any external consultants assisting us in the recruitment process or as may be required by law or court process. By providing the Information requested on the form, you consent to its use in this way.

If at any time you wish us to cease using the Information and return it to you, please inform us. Moreover, if you wish you can request a copy of the Information we hold on you. If that Information is inaccurate, you should advise us and we will correct it.

You should contact us in relation to any of the above matters at applications@dmws.com.