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| **Shepherd and Wedderburn 2021 Summer Placement Application** | |
| **Personal Details** | |
| **First Name** |  |
| **Middle Name(s)** |  |
| **Last Name** |  |
| **Email** |  |
| **Contact Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Do you require a work permit to work permanently in the UK?** |  |
| **Are you currently on a visa? If so, please list what type.** |  |
| **Have you previously applied for a summer placement or traineeship with the firm? If so, please detail what you applied for and when.** |  |
| **Are there any special adjustments that we need to make for your interview or testing session? If yes, please give details.** |  |
| **High School Information** | |
| **Please list all high school/secondary examinations passed, and what grades you achieved for them.** | |
| **Subject / level / grade** |  |
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| **Additional subjects/grades** |  |
| **University Information** | |
| **Name of University** |  |
| **What is the name of your course?** |  |
| **Date started university** |  |
| **Date completed university** |  |
| **Subjects passed to date  - including grades** |  |
| **Have you undertaken any resits whilst at university? (yes/no)** |  |
| **If yes, please provide details** |  |

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| **Examinations to be sat this year** |  |
| **Class of degree anticipated or awarded** |  |
| **Is the class of degree awarded or anticipated?** |  |
| **Please give details of any postgraduate courses:** |  |
| **Please provide details of any other course(s) undertaken including grade attained (i.e. a previous degree or college course)** | |
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| **Please mention below any positions of responsibility you have held at school or university or any notable achievements during your academic career** | |
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| **Work Experience** | |
| **Details of paid vocational or other employment - please specify the length of time at each placement & give a brief summary of duties. Please complete this section in chronological order with dates and clear breaks to identify each role.** | |
|  | |
| **Details of unpaid vocational or other employment - please specify the length of time at each placement & give a brief summary of the duties. Please list this information in chronological order with dates and clear breaks to identify each role.** | |
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| **Skills Assessment** | |
| **Why does a career with Shepherd and Wedderburn particularly appeal to you and how would it suit your skills? (max 1500 characters)** | |
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| **Describe your greatest achievement and outline what skills you believe were demonstrated in the attainment of this achievement. (1500 characters max)** | |
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| **Describe how your personal planning and organisation resulted in the successful achievement of a personal or group task. (1500 characters max)** | |
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| **Please explain an issue affecting the legal industry and how this could provide opportunities to Shepherd and Wedderburn. (1500 characters max)** | |
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| **Are there any areas of the law in which you would like to specialise? If yes, please provide further details.** | |
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| **Location** | |
| **Please indicate a preference for a Scottish or London based placement?** |  |
| **If opting for a Scottish placement would you prefer to be placed in Edinburgh or Glasgow?** |  |
| **References** | |
| **Academic Referee** | |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Character Referee** | |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Additional Information** | |
| **Please add below any other information or details you wish to give in support of your application (INCLUDING If you are currently based outside of the UK)** |  |
| **Disability**  Shepherd & Wedderburn is an equal opportunity employer. We are positive about disabled people and support the U.K. government's Two Tick scheme. We guarantee an interview to any disabled applicant who meets the minimum criteria for this vacancy.  This form will be separated from your application on receipt, but if you are subsequently employed by Shepherd and Wedderburn, then we may retain it on your personnel file.  You are not obliged to answer the questions. If a declaration is made that you are disabled but are consequently found not to be, we may withdraw any offer of interview and/or employment that has been made. | |
| **Based on the above, do you believe you qualify for a guaranteed interview?** |  |
| **Please describe in the box any assistance or reasonable adjustments you may require for this recruitment process.** |  |
| **Rehabilitation of Offenders Act 1974**  This information will only be used to access applicants' suitability for employment, in so far as it is relevant. Applicants will be considered on merit and ability and will not be discriminated against unfairly. | |
| **Have you ever been convicted of a criminal offence or do you have any prosecutions pending?** |  |
| **Do you foresee any reason why you would fail to pass the Law Society of Scotland's** [**'Fit and Proper Test'**](https://www.lawscot.org.uk/media/359166/fit-and-proper-guidance-november-2017.pdf) **or the SRA's** [**'Suitability Test'**](https://www.sra.org.uk/solicitors/standards-regulations/assessment-character-suitability-rules/)**?** |  |
| **Contextualised Recruitment**  We have adopted the use of RARE Contextual Recruitment System as part of our Placement recruitment process. This is in line with our Social Mobility incentive which will help ensure that applications are considered in the context in which a candidate's experiences have been gained. Please can you complete the questionnaire at the link below (this should open in a new window). Once you have completed this, please confirm below and move to the next question.  \*Please use the same email address as you have used for this application\*    **Access questionnaire here:** [**Contextual Recruitment Questionnaire**](https://shepwedd.app.contextualrecruitment.com/roles) | |
| I confirm that I have completed the RARE Contextual Recruitment Questionnaire | * Yes * No |
| **Data Protection**  Shepherd and Wedderburn is committed to protecting the privacy and security of your personal information that we collect as a "data controller". The information provided by you will be processed in accordance with our GDPR Privacy Notice & Personnel Data Retention Policy.  We will process the information you have provided in this form solely for the purpose of evaluating your application for employment. The information which you have provided will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact the references you have provided for the purposes of discussing your application.  If you have provided any information deemed to be "special category" information under the General Data Protection Regulation, we may use this as follows:  We will use infomation about your disability status to provide appropriate adjustments to the interview process.  We may use information about your race, colour, nationality, ethnic or national origin, gender identity/expression, social mobility background, religious beliefs, sexual orientation, any disability information, age and marital/civil partnership status, to ensure meaningful equal opportunity monitoring and reporting. This is stored separately to your application and will be analysed on an anonymous basis.  Should your application be unsuccessful, the information provided as part of your application will be deleted within 3 years of a decision not to progress your application.  If you have any further questions about how we process and store your information, or your rights in relation to this, please refer to our GDPR Privacy Notice & Personnel Data Retention Policy (available on our website under Careers). | |
| **Please confirm that you have read the above information. (delete as appropriate)** | * Yes * No |
| **Submission** | |
| **I** **confirm that to the best of my knowledge the information given on this form is correct and I understand that any false information or deliberate omissions may lead to summary dismissal in the case of my future employment within the firm. (delete as appropriate**) | * Yes * No |
| **What was your primary source of information about Shepherd and Wedderburn and our recruitment opportunities?** |  |

Diversity Information Collection – Please can you ensure that you complete the diversity questionnaire prior to submitting your application. You will find the diversity questionnaire here: <https://shepwedd.com/careers/summer-placements>

**Applicants who have not completed the diversity questionnaire will not be considered.**

When you have completed your application and the diversity questionnaire please send your completed application to [Graduateteam@shepwedd.com](mailto:Graduateteam@shepwedd.com)