



27 New Walk, Leicester, LE1 6TE

Work Experience application form

Please complete in black ink. Please complete all sections. Any that are not relevant need to be crossed through.

Full name:	
Address:	
Male / Female <i>(delete as appropriate)</i>	
Home Tel Number:	
Mobile Tel Number:	
Date of Birth:	
Email:	
Inn:	
Date of call:	
Next of kin:	
Name:	
Address:	
Email:	
Home Tel Number:	
Mobile Tel Number:	

Any gaps between employment/education periods should be explained.

Education (Please complete chronologically with your secondary school first)

1. Name and Address			
From:		To:	
Qualifications and Grades			
Date passed			
Tutors email:			

2. Name and Address			
From:		To:	
Qualifications and Grades			
Date passed			
Tutors email:			

3. Name and Address			
From:		To:	
Qualifications and Grades			
Date passed			
Tutors email:			

4. Name and Address			
From:		To:	
Qualifications and Grades			
Date passed			
Tutors email:			

5. Name and Address			
From:		To:	
Qualifications and Grades			
Date passed			
Tutors email:			

Mini-pupillage/Marshalling/Mooting or other relevant experience. (Please complete chronologically – earliest first)		
1	Name and address:	
	Dates:	
	Email:	
2	Name and address:	
	Dates:	
	Email:	
3	Name and address:	
	Dates:	
	Email:	
4	Name and address:	
	Dates:	
	Email:	
5	Name and address:	
	Dates:	
	Email:	

	Dates:	
	Email:	
6	Name and address:	
	Dates:	
	Email:	

Employment history (Please complete chronologically – earliest first):

1. Name and Address of Employer			
Post held and duties			
From:		To:	
Reason for leaving:			
Employer's email:			

2. Name and Address of Employer			
Post held and duties			
From:		To:	
Reason for leaving:			
Employer's email:			

3. Name and Address of Employer			
Post held and duties			
From:		To:	
Reason for leaving:			
Employer's email:			

4. Name and Address of Employer			
Post held and duties			
From:		To:	
Reason for leaving:			
Employer's email:			

5. Name and Address of Employer			
Post held and duties			
From:		To:	
Reason for leaving:			
Employer's email:			

Awards:	
Published Articles:	
Languages with level of proficiency:	
Skills:	
Computer experience: (packages & level)	
Interests:	
Other/miscellaneous:	

References

1	Name:	
	Position:	
	Address:	
	Email:	
	Telephone:	

2	Name:	
	Position:	
	Address:	
	Email:	
	Telephone:	

3	Name:	
	Position:	
	Address:	
	Email:	
	Telephone:	

4	Name:	
	Position:	
	Address:	
	Email:	
	Telephone:	

If you do not want the above contacted without your permission then please tick here: _____

Chambers operates an equal opportunities policy

I (full name).....

do agree that I will, at all times, both during and after my period of work experience, strictly observe clients confidentially and will not divulge or reveal the names of clients, or the nature and details of their cases without due authorization.

Signed:

Print name:

Date:

Tasks

Learners tasks on placement may include word processing, photocopying, filing, faxing, distribution of the incoming post, telephone enquiries and preparing outgoing mail. Learners may use the computer to input text, handle data or produce graphics. Learners are not allowed to use the internet unless specifically asked to by a member of the administrative team and this useage is purely for the task requested. No personal work may be done on the internet or on the chambers' phone. Learners may assist in the handling of routine enquiries and the provision of information and generally support staff as required. Learners may go on errands to local clients, shop/post office etc. (walking). Learners will work shadow administration staff. Learners will not go to court with the barristers.