**FORM B – PERSONAL INFORMATION**

All information provided in Form B will be separated from Form A of your application and will not be used during the short-listing for interview process. When interviewing our interviewers will only have access to your name.

The application forms covers three parts: (a) application (b) personal information (c) diversity information. Please complete all three parts. Return Forms A & B to the organisation at elizabethstewart@lsa.org.uk. Return Form C **only** to diversity@lawscot.org.uk.

**INFORMATION REQUIRED FOR INTERVIEW**

|  |  |
| --- | --- |
| **What is your full name?** |  |
| **What do you prefer be called?** |  |
| **What is your email address?** |  |
| **What is your phone number?** |  |

If an offer of employment is made to you we will ask the following:

* Your home address.
* Have you ever been convicted of a criminal offence (subject to the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) (Order 2013)? And, if the answer is yes, we will ask for details of the offences, judgements, dates etc).
* We will ask you for two referees from whom we will obtain written references. Confirmation of your appointment will depend upon these references being satisfactory. One of your referees must be your present or most recent employer (if applicable).
* You will be required to provide evidence of your entitlement to work in the United Kingdom. More information on the accepted documentation which can be used to evidence your right to work in the United Kingdom can be found[here](https://www.gov.uk/government/publications/right-to-work-checklist#history)

**DECLARATION**

By submitting an application I agree to take all reasonable steps to support the employer in meeting its obligations under the Scottish Government traineeships support funding scheme.

I declare that all information contained in FORM A and B of this application is true and correct to the best of my knowledge. I understand that false information may result in subsequent dismissal without notice or withdrawal of any offer of appointment. I understand that the employer will require to process the information which I have given in this application, for the purpose of determining my suitability for employment with the employer, in terms of the Data Protection Act 2018. I understand that by applying agree to the terms and conditions of the traineeship fund as they relate to trainee solicitors.

|  |  |
| --- | --- |
| SIGNATURE |  |
| DATE |  |

*Please note that canvasing directly or indirectly will disqualify your application.*