



**Pupillage Application September 2019**  
**Closing Date 25 March 2019 @ 4.00pm**

If you wish to apply for a pupillage to commence in September 2019 with Elliott Duffy Garrett please note the following:-

1. Please complete and return the application form by no later than the closing date to Julie Anne Clarke, Partner.
2. Please note that only hard copy application forms will be accepted.
3. Please forward with your application form a copy of the complete letter which you will in due course receive from the Institute of Professional Legal Studies setting out your projected position as a result of the Institute examinations.
4. We should be obliged if you could also complete and return the monitoring form to the Monitoring Officer in a separate envelope. We would wish to emphasize that the contents of your completed monitoring form will not be disclosed to anyone responsible for the shortlisting or selection of candidates and that we will keep the contents confidential, except so far as we are required to make monitoring returns to the Equality Commission NI in relation to the community background of applicants for employment.



**ELLIOTT DUFFY GARRETT  
SOLICITORS**

**Trainee Solicitor Application Form**

Name: \_\_\_\_\_

Term Address:

Vacation Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ - \_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please specify address for correspondence: \*Term/Vacation  
*\*(delete as appropriate)*

**EDUCATION:**

**Please specify details of Secondary School examinations:**

Year	Examination	Subject	Result

Please specify details of your third level education to date:

Name of Institution	Year	Subject/Module	Result

Degree or expected Degree result: \_\_\_\_\_

Institute of Professional Legal Studies: Projected Position following exam result: \_\_\_\_\_

Professional Qualifications & Membership of Professional Bodies:

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## Employment/Work Experience History

To enable us to give your application our fullest consideration you should detail your complete employment and/or work experience history, paying particular attention to legal and/or commercial experience.

Name and address of present/most recent employer or work experience employer			
Job Title		Type of business	
Date Appointed		Date Left	
Description of main duties and key achievements:			

Name and address of previous employer or work experience employer			
Job Title		Type of Business	
Date Appointed		Date Left	
Description of main duties and key achievements:			

If you have insufficient space to cover all of your previous posts, please continue on a separate sheet

## **Achievements**

Please outline below any interests/activities, achievements, experience which you consider relevant to your pupillage application: 300 words maximum

**Please outline below why you wish to become a Solicitor – maximum 200 words**

Please specify if you have any disability. If you have any disability which would require an adjustment or adjustments to be made for the purpose of the interview or job applied for please give details.

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Please confirm whether you have been convicted of any criminal offence in any Court of the UK, Republic of Ireland or elsewhere other than a motoring offence not resulting in disqualification

YES NO

Are you legally eligible for employment within the UK?

YES NO

**Declaration:** I declare that the information which I have given is correct

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT NOTES:-**

- 1. This Application Form should be returned by hard copy no later than 4.00pm on 25 March 2019 – the Closing Date.**
- 2. When returning this Application Form please include a copy of the letter which you will receive/or have received already from the Institute of Professional Legal Studies setting out your projected position as a result of the Institute examinations and then send both of these to:-**  
  
**Julie Anne Clarke  
Elliott Duffy Garrett Solicitors  
40 Linenhall Street  
Belfast  
BT2 8BA**
- 3. Please complete the Monitoring Form and return it in a separate envelope marked for the Monitoring Officer.**

## **Equal Opportunities Monitoring Form**

### **Post: Pupillage Application September 2019**

We are an Equal Opportunities employer. We are obliged to monitor the community background and sex of our job applicants and employees.

Please indicate the community to which you belong by ticking the appropriate box below. You are not obliged to answer the questions on this form, nevertheless we encourage you to do so. If you do not answer we are encouraged to use the residuary method of determining community background.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am not a member of either the Protestant or the Roman Catholic communities

Please also indicate:

I am a male

I am a female

Do you suffer from a physical or mental impairment as defined by The Disability Discrimination Act 1995?

Yes

No

This information will be kept anonymous and treated in the strictest confidence. It is sought and will be used only for the purpose of statistical monitoring in compliance with our statutory obligations. This form is not part of the selection process and its contents will not be seen by or disclosed to anyone responsible for the short-listing or selection of candidates.

**When you have completed this form you should put it in an envelope seal it and return it to:-**

**The Monitoring Officer  
Elliott Duffy Garrett  
Solicitors  
40 Linenhall Street  
Belfast  
BT2 8BA**