**WORK EXPERIENCE APPLICATION FORM**

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| **Please complete and return to**:  Ailsa Cameron  HR Assistant  Morton Fraser MacRoberts LLP  Quartermile Two, 2 Lister Square  Edinburgh  EH3 9GL  [ailsa.cameron@mfmac.com](mailto:ailsa.cameron@mfmac.com) | **Important points:**   * Application form must be completed – typed if possible but must be legible * No supporting letters or materials are required * 2 closing dates are:   + 30 August 2024   + 28 February 2025 |

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| **List Dates (full weeks) Available for Work Experience in Order of Preference**  **For 30 August deadline:** Dates will be between 1 October 2024 and 28 February 2025.  **For 28 February deadline:** Dates will be between 1 April and 30 August 2025.  *There are no placements in March or September*.   |  |  |  |  | | --- | --- | --- | --- | | 1st Choice | 2nd Choice | 3rd Choice | 4th Choice | | 5th Choice | 6th Choice | 7th Choice | 8th Choice | |

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| I am interested in work experience in (please put a "x" in the one which applies):  (a) the EDINBURGH office  (b) the GLASGOW office |

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| **SECTION A: Personal Details** |
| Full name:  Address:  Home telephone number:       Mobile number:  Email address: |

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| **SECTION B: Qualifications Obtained** |
| Name and Address of School:  What year are you currently in at school?       (NB: You must have completed 4th year)  Qualifications obtained (or prelim results):-   |  |  |  |  | | --- | --- | --- | --- | | **Subject** | **Level** | **Grade** | **Year** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Any additional qualifications: |

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| **SECTION C: Your Interest in the Law** |
| **1. Why do you want to study Scots law? (no more than 100 words)** |
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| **2. Tell us about a legal case reported by the media during the last 6 months which was of interest to you and why (no more than 200 words)** |
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| **SECTION D: Marketing** |
| Where did you hear about Morton Fraser MacRoberts? (please tick one box only - the initial source which made you enquire further)    My family are clients of the Firm  School teacher or career advisor  Recommendation from a friend  Recommendation from a partner/employee of the Firm  General Web Search  Other, please specify | |

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| **SECTION E: Equal Opportunties** |
| **1. Disability**  We require to ask some questions regarding disability which may assist us in determining whether any reasonable adjustments are necessary.  The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to day activities”. An effect is long-term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the Equality Act?  Yes  No  If you answered “Yes” above, please give brief details of your condition:  **2. Ethnic Group**  This information will be used solely for monitoring purposes.  I would describe myself as (please tick one box)  white  black  asian  mixed  other |

**DATA PROTECTION:**

I confirm that to the best of my knowledge the information given on this form is correct.

**Signed:** **Date:**