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| **Vacation Placement Scheme Application Form**  **Guidance Notes**  **Please read these notes carefully before completing the application form.** |
| ELIGIBILITY |
| * Please make sure that you meet all aspects of the eligibility criteria before submitting your application. Your application will be rejected if you are not eligible. |
| LEGIBILITY & COMPLETION |
| * A poorly written application form will reduce your chances of being selected. * Please ensure that you have completed all mandatory sections of the application. * Please note that your application will be penalised if you exceed the word limit. * We would prefer to receive this form electronically, but should you wish to submit a hand-written version, please complete it in black ink in readable manuscript or block capitals and return to: GLD Vacation Placement Scheme, HR Personnel, Government Legal Department, One Kemble Street, London WC2B 4TS |
| ADDRESS |
| * Please make sure that your contact address is valid for the term of the application process and placement. (April – August 2015). |
| NATIONALITY AND IMMIGRATION STATUS |
| The GLD is part of the Civil Service and its [nationality rules](https://www.gov.uk/government/publications/nationality-rules) apply to all our recruitment campaigns.  We accept applications from:  UK nationals  European Economic Area (EEA) nationals  Swiss nationals and, in some circumstances, Turkish nationals  Commonwealth citizens    If you are a national from a country outside the EEA or Switzerland, you may need a visa to work in the UK. You can check whether you need a UK visa on the [UK Visas and Immigration website](https://www.gov.uk/government/organisations/uk-visas-and-immigration).  Prior to any offer being confirmed,  a document check will be undertaken to ensure that you both satisfy the Civil Service nationality requirements and have a legal right to reside in the UK and to and undertake this type of work (placement). |
| AVAILABILITY |
| * Please refer to the GLD website to check the date of our vacation placements. We are unable to offer vacation placements to candidates who are unable to spend the duration of the entire placement period within the GLD. |
| ACKNOWLEDGEMENT |
| * If completing the form electronically, please email [VPS@governmentlegal.gov.uk](mailto:VPS@governmentlegal.gov.uk) including your completed application as an attachment. |
| **APPLICATION DEADLINE** |
| * **Applications received after 1 pm, Wednesday 13 May 2015 will not be considered**. You will not be able to make an application after the closing date. * We usually receive a large number of applications on deadline day and you are strongly advised to allow plenty of time for your application to reach us. |
| FURTHER INFORMATION |
| If you have any questions about the application form, please email [VPS@governmentlegal.gov.uk](mailto:VPS@governmentlegal.gov.uk) . |

**PROTECT – PERSONAL ON COMPLETION**



PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM.

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| PERSONAL INFORMATION **Mr**  **Mrs**  **Miss**  **Ms** | |
| **Surname** |  |
| **Forename** | **Second Forename** |

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| EMAIL ADDRESS FOR CORRESPONDENCE (Please note that correspondence will be sent via email unless otherwise requested). You should ensure that the address you provide is valid for the duration of the application process (April – August 2015) **E-mail Address** | | |
| **Telephone Number**  **Home:** | **Work:** | **Mobile Number** |
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| Present Nationality: |

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| **Do you possess dual nationality or have you ever possessed any other nationality or citizenship? Yes**  **No**  **If ‘Yes’, please give full details with dates.** |

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| **Are you the subject of immigration control? Yes**  **No**  **If ‘Yes’, please give details.** |

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| **Are there any restrictions on your employment or continued residence in the UK? Yes**  **No**  **If ‘Yes’, please give details.** |

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| HIGHER EDUCATION | | |
| **Please complete the following section with details of your degree:** | | |
| Name of university (and college where appropriate): | | |
| **Title of degree and principal subject:** | | |
| **Degree start date**  **Degree finish date** | | |
| Degree Classification (please check as appropriate):  **Predicted**  **Awarded**    **1**  **2.1**  **2.2**  **3**  **Pass** |  |  |

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| **POST GRADUATE AND OR NON-LEGAL PROFESSIONAL QUALIFICATIONS** |
| |  |  |  |  | | --- | --- | --- | --- | | **Dates** | **Name of University/ College** | **Course taken (PHD, Diploma etc)** | **Results** | |  |  |  |  |  |  | | --- | | Other qualifications: | |
| LEGAL QUALIFICATIONS |
| |  | | --- | | Have you completed the GDL? Yes  No  Will you have to undertake the GDL? Yes  No  When do you propose to start the GDL and where? |  Please give details of the results of your Bar Professional Training Course (formerly Bar Vocational Course) or Legal Practice Course.  |  |  |  |  | | --- | --- | --- | --- | | **Dates** | **Training Establishment** | **Precise details of professional qualifications** | **Results** | |  |  |  |  | |
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| FURTHER INFORMATION (maximum of 250 words for each question) |

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| Describe what attracts you to law as a profession. | |
|  | Number of words |
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| Describe what attracts you to public service and the work of the Government’s legal profession. | |
|  | Number of words |
| Tell us about your interest in the Government Legal Department. Describe why you wish to undertake a vacation placement within this department. | |
| Number of words | |
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| YOU MUST SIGN AND DATE THIS FORM | |
| Your personal information will be held in secure conditions for up to 24 months if you are unsuccessful. If you are successful, the data will be passed to the department offering you a placement. Access will be restricted to those who need it in connection with dealing with your application.  If your application is successful a full check of eligibility will be made. If you give any information which you know is false, or you withhold any relevant information, this may lead to your application being rejected.   |  |  | | --- | --- | | Name | Date | | |
| THANK YOU FOR COMPLETING THIS FORM | |