

Trainee Solicitor  
Application Pack  
**2024**

**MORR**  
&  
**CO**



## Job Summary

<b>Closing Date</b>	28 April 2023
<b>Job Status</b>	2 Year Fixed Term Contract
<b>Hours of Work</b>	Monday to Friday 9am to 5pm
<b>Location</b>	Redhill, Oxted, Wimbledon, Farnborough and Fleet

### Why work for Morr & Co LLP?

Morr & Co are a firm with a long history and big ambitions. Our team are committed to providing our clients – businesses, families and private individuals – with outstanding legal advice and practical solutions.

We combine the depth of knowledge, capabilities and resources of a large firm with the approachability of a local practice. Morr & Co are a Lexcel accredited Law Firm and have been awarded a Gold Accreditation for Investors in People.

We are committed to providing quality training through our training programme giving a real opportunity for all our Trainees to develop their skills giving them a strong foundation for a successful legal career. You will experience our culture of inspiring, encouraging and supporting each other whilst doing real work for real clients.

Our salaries are competitive and in addition we offer a wide variety of benefits such as:

- Pension scheme (Auto Enrolment)
- Private Health Scheme
- Death in Service Benefit (four times salary level)
- Birthday Day leave and Voucher
- Holiday Buying Scheme
- Length of Service Awards
- Monthly Awards
- Eye Tests
- Employee discounts on some services
- Employee Introduction Policy
- Volunteering Day
- Study Leave
- Cycle to Work Scheme

### About the Job

Morr & Co LLP will provide you with training and experience in at least three distinct substantive areas of the English Law:

#### Contentious

- Civil Litigation
- Personal Injury & Clinical Negligence
- Family

#### Non-Contentious

- Corporate & Commercial
- Commercial Property
- Court of Protection
- Residential Conveyancing
- Trusts, Wills and Probate
- Employment

Our Trainee Seats are usually organised into six month 'seats' within specific departments, however, this can be flexible depending on your needs and that of the firms.

On qualification our trainees will join our innovative Newly Qualified Development programme, which provides continued learning and support through the first three years of qualification. Retention of our trainees on qualification is high, but will always depend on business needs.

### Key Responsibilities

Brief outline of the key responsibilities

- To undertake a range of legal, technical and administrative tasks as directed by the "seat" supervisor
- To assist in the provision of legal services and the giving of legal advice to clients
- Throughout the period of the recognised training, the Trainee will receive training in a variety of areas of law to satisfy the Solicitors Regulation Authority requirements
- To provide an efficient and friendly service to clients. To achieve this you will be expected to:
  - adopt a business like, polite and sensible approach in your telephone and written dealings with clients, other solicitors and third parties
  - adhere to the client care standards set out in the firm's Terms of Business and Professional Standards Manuals
  - write letters and produce documents in so far as possible in plain English and with a good quality of presentation

### **Applying for this job**

The successful candidate will have taken or planning to take their LPC and ideally have experience of working in a law firm. They will have the ability to absorb and apply legal principals in practical situations. They will have confidence in presentation, accuracy and clarity in all communication. They should be able to adapt to and deliver change as well as demonstrate excellent team working skills.

### **Selection Process**

Our selection process is by way of an initial selection. This may then be followed by one or more of the following:

- Verbal Reasoning Test
- Accuracy Test
- Face to Face Interview
- Psychometric Questionnaire
- Presentation

If you would like more information regarding our recruitment process, or need further assistance with completing your application, please contact our HR department at [hr@morrlaw.com](mailto:hr@morrlaw.com).

### **General Data Protection Regulation**

All information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We can confirm that once this data has been processed, we will store this for a maximum of 12 months and then destroy all applications. If you have been successful, your application form will be retained and form the basis of your personnel file.

### **Equality**

Morr & Co LLP are committed to promoting equal opportunities for all candidates irrespective of your age, sex, race, colour, religion, religious belief, national original marital status, sexual orientation, physical disability or mental disability, including persons who have aids or have tested HIV-positive or any other legally protected classification, except as may be permitted by law. Any equality data provided by you will be used to monitor our diversity policies and practices.

### **Application for Employment**

When submitting the Application Form, the applicant must ensure that a Covering Letter and CV is also enclosed.

Applicants must also ensure that they have completed their video introduction via the ["My Interview" Platform which can be found here](#).

## Job Information

Position Applying For:	Trainee Solicitor - Starting in September 2024	Date	
How did you find out about this position?			

## Personal Information

Last Name			
First Name(s)			
Home Address			
		Post Code	
Email Address			
Contact Telephone			
Do you have the right to work in this country?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Are you Disabled as defined under the Equality Act 2010?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please let us know if you need any adjustments for the application and interview process.			
Have you ever been declared bankrupt, or subject to an arrangement with your creditors e.g. IVA	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Are you facing any criminal prosecutions?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details:			
Have you received a caution in the last 5 years?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details:			
Have you been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide details:			

## Conduct

Have you been issued with any disciplinary warnings that have not been overturned within the last 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give level and reason:		

## General Information

Can you travel if the job you are applying for requires it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you hold a driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, is your drivers license full and clean?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, please give details (i.e. provisional/ no. of points)			

## LPC / SQE

Have you already taken the LPC / SQE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you presently taking the LPC / SQE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you made arrangements to take the LPC / SQE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of Institution		
Dates	From	To
If you have taken the LPC / SQE what was the result?		

## Personal Declaration

I confirm that the information given on this application form is correct to the best of my knowledge. I understand that any false/misleading information given in this application may result in disciplinary action being taken against me if I am appointed.

Morrisons Core Services Limited and Morr & Co LLP are registered under the General Data Protection Regulations and may hold some information in either manual or computerised records. No information may be passed onto a third party, unless permitted by Law.

Applicant's  
Signature

Date