

Trainee Solicitor  
Application Pack  
**2020**



**Morrisons**  
SOLICITORS

## Job Summary

Closing Date	31 January 2020
Job Status	2 Year Fixed Term Contract
Hours of Work	Monday to Friday 8:30am to 5:30pm
Location	Redhill, Wimbledon, Woking and Camberley

### Why work for Morrisons Solicitors LLP?

Morrisons Solicitors LLP is a long established top 200 law firm with offices in Surrey and South West London. We are ranked in the UK Chambers & Partners Directory.

As a modern and ambitious firm we serve a wide range of businesses and private individual and are committed to excellent client care.

We have a long history and big ambitions. We combine the depth of knowledge, capabilities and resources of a large firm with the approachability of a local practice. Morrisons are a Lexcel accredited Law Firm and have been awarded a Silver 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
- Discretionary bonus for all staff based on "Balanced Scorecard" goals.
- Employee discounts on some services
- Employee Introduction Policy
- Volunteering Day
- Study Leave
- Cycle to Work Scheme

### About the Job

Morrisons Solicitors 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
- 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 the firm's.

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:

- In-tray Exercise
- Verbal Reasoning Test
- Numerical Reasoning Test
- Accuracy Test
- Face to Face Interview

- 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).

### **Equality**

Morrison's Solicitors 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.

Morrison's Core Services Limited employs all staff who provide legal and other services to Morrison's Solicitors LLP.

### **General Data Protection Regulations**

For more information on how we collect and process your data, please refer to our candidate privacy notice on our website.

## Job Information

Position Applying For:

Trainee Solicitor - Starting in September 2020

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

No

Have you applied to Morrisons Solicitors before? If yes, when

Yes

No

Are you Disabled as defined under the Equality Act 2010?

Yes

No

If yes, please contact us if you need any adjustments for the application and interview process.

Are you facing any criminal prosecutions?

Yes

No

If yes, please provide details:

Have you received a caution in the last 5 years?

Yes

No

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

No

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

No

If yes, Please give level and reason:

## General Information

Can you travel if the job you are applying for requires it?

Yes

No

N/A

Do you have any relatives employed by Morrisons?

Yes

No

## LPC

Have you already taken the LPC?

Yes

No

Are you presently taking the LPC?

Yes

No

Have you made arrangements to take the LPC?

Yes

No

Name of Institution

Dates

From

To

If you have taken the LPC what was the result?

If you have taken the LPC what were you elective modules?

**Additional Information – Please note that you have a maximum word limit of 400 for each question**

How does Morrisons Solicitors differ from our Competitors? Why do you think you are suited to a training contract with us?

Please give us an example of a major mistakes from your past? What was the situation? What did you do?

If you were to create a petition that asks for a change to the law or to government policy, what would you choose and why?

What is commercial awareness and how is it relevant in law?

What marketing initiatives do you think would be of value to the firm?

How can Morrisons Solicitors remain profitable?

## 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.

Morrison's Core Services Limited and Morrison's Solicitors 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	
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