



# Apprentice Solicitor Application Pack



**Morrisons**  
SOLICITORS

## 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 and 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 are committed to providing quality training through our training programme giving a real opportunity for all our apprentices 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 Solicitor Apprentice role is initially based at our Redhill office but the successful candidate may be required to work from and or travel to our other offices during the apprenticeship.

## About the Apprenticeship

Our solicitor apprentice will work in different departments of the firm over the six year period. They we'll start off gently with some of the more administrative duties so that they can gain confidence before taking on more technical responsibilities and client contact.

Some of the duties may include:

- Carrying out Legal Research
- Taking basic instructions from clients
- Drafting client letters, witness statements, emails and other documents as required
- Business Development including article writing and seminar attendance

The apprentice will experience Job-specific training through working alongside experienced staff. They will also receive an LLB in Legal Practice and the Legal Practice Course elements required to sit the Solicitors Qualifying Exams.

The academic and competency training will be through City, University of London and CILEx Law School.

## Applying for this role

We will review your application against the criteria below, only applications which clearly demonstrate with evidence that they meet the essential criteria will be short-listed for interview.

In your personal statement, you must demonstrate that you meet the criteria.

### Skills/Knowledge/Experience/IT Confidence:

#### Essential

- Clear, concise and logical verbal and written communication skills.
- Ability to learn effectively and put learning into practice quickly
- Excellent attention to detail
- Ability to work under pressure.
- Ability to work within time constraints.
- Ability to prioritise and organise workload
- Strong IT skills including Word, Excel, PowerPoint, Internet, Outlook etc.
- Able to use own initiative
- Good planning, organising and time management skills

Personal Qualities:	Minimum Entry Qualifications:
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Team Player</li> <li>• Reliable</li> <li>• Resilience</li> <li>• Intellectual ability</li> <li>• Motivation</li> <li>• Desire to carry on learning</li> <li>• Problem Solving</li> <li>• Assertiveness</li> <li>• Sense of Humour</li> <li>• Versatile</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• 5 GCSE grades *A to C or equivalent are essential, specifically Maths and English.</li> <li>• 3 A Levels grade B or above</li> </ul>

### **Selection Process**

Our Selection process is by way of an initial selection followed by a telephone interview.

Successful applicants will be invited to an assessment day which may consist of one or more of the following:

- Verbal Reasoning Test
- In-Tray Exercise
- Accuracy Test
- Face to Face Interview
- Presentation

### **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:	Apprentice Solicitor	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 contact us if you need any adjustments for the application and interview process.			
Do you have any criminal convictions, other than minor motoring offences? If yes, and your application is successful, you will be asked for further info.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## Personal Information

Do your qualifications meet the minimum entry requirements? If no, please list your results	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have an A Level Law or AS Level Law?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have 5 GCSEs, Grades A* – C or 9 – 4 or equivalent? (actual or predicted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you achieved GCSEs in English and Maths, Grades A* – C or 9 – 4 or equivalent? (actual or predicted)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have, or are you completing, a qualifying law degree (LLB) or a graduate diploma in law (GDL)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide name of the degree and institution as well as the date of completion and result achieved (actual or predicted)			
Have you done, or are you completing, the Legal Practice Course (LPC) or the Bar Professional Training Course (BPTC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## Personal Statement

Please explain why you are applying for this apprenticeship. The statement should be no more than 500 words.

## 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