

# Tughans

## TRAINING CONTRACT APPLICATION FORM

**Marlborough House**  
**30 Victoria Street**  
**Belfast**  
**BT1 3GG**

**Telephone:** 028 9055 3300  
**Email Contact:** [recruitment@tughans.com](mailto:recruitment@tughans.com)

FOR OFFICE USE ONLY

Application No: \_\_\_\_\_

Date Received: \_\_\_\_\_

Ack By: \_\_\_\_\_

### Guidance Note to Applicants

- All sections of this form must be fully completed, stating Not Applicable where necessary. If a section has insufficient space, please continue on a separate sheet. Please note that CV's **will not** be accepted.
- This application form is your opportunity to provide Tughans with as much relevant information as possible relating to your academic, work and personal achievements to date.
- The information you provide will form the basis of our shortlisting process.
- Please complete the application form in a full, clear and concise manner, using black type or block capitals (if handwritten) throughout.
- Completed application forms should be returned by e-mail to [recruitment@tughans.com](mailto:recruitment@tughans.com) or by post to James Donnelly (Training Principal), Tughans, Marlborough House, 30 Victoria Street, Belfast, BT1 3GG

### 1. Personal Details

<b>Training Scheme Applied for:</b> (i.e. IPLS or LPC)	
<b>Surname</b>	
<b>Forename</b>	
<b>Title</b>	
<b>Address</b>	
<b>Daytime Tel</b>	
<b>Email</b>	
<b>Are you legally eligible for employment in the UK?</b>	

## 2. Education

<b>School:</b>	<b>Examinations Subjects, Dates and Results:</b>		
<b>College/University:</b>	<b>Courses, Completion Dates, Elective Modules and Results:</b> (Please attach a detailed breakdown of exam results where possible.)		
<b>Professional Qualifications Name of Professional Body:</b>	<b>Membership No:</b>	<b>Courses and Results:</b>	<b>Date obtained:</b>

### 3. Employment/Work Experience History

To enable us to give your application our fullest consideration you should detail your complete employment and/or work experience history, paying particular attention to legal and/or commercial experience.

Name and address of present/most recent employer or work experience employer			
Tel No		Type of Business	
Job Title		Salary	
Date Appointed		Date Left or Notice Required	
Description of main duties and key achievements:			

Name and address of previous employer or work experience employer			
Tel No		Type of Business	
Job Title		Salary	
Date Appointed		Date Left or Notice Required	
Description of main duties and key achievements:			

If you have insufficient space to cover all of your previous posts, please continue on a separate sheet

#### 4. Teamworking/Leadership

**Please provide examples of your experience of working as part as a team and/or any positions of leadership/responsibility which you have held.**

#### 5. Challenge

**Please give brief details of a major challenge you have had to face, how you tackled this and the outcome.**

#### 6. Personal Development

**Please give brief details of any other hobbies or interests which you feel have contributed to your personal development (eg involvement with charitable organisations, volunteer work, foreign travel, etc).**

## 7. Personal Achievements

**Please give details of any significant personal achievements such as additional or exceptional academic achievements, prizes won, sponsorship gained, and/or recognition for your excellence at sport, music or hobbies.**

## 8. Supporting Statement

**Please outline the reason(s) for your application together with a summary of your suitability.**

## 9. References

Please provide names of two referees. Ideally we are seeking your most recent employer and also an academic reference. However a personal reference will be acceptable provided it is not a relative.

Employer/Other Referee		Academic Referee	
Name		Name	
Position		Position	
Company		Academic Institution	
Address		Address	
Telephone		Telephone	
Email		Email	

### Applicant Statement

#### Electronic Applications

By submitting this form electronically I hereby confirm that all of the information stated on this Application Form is complete, accurate and true. I also fully understand that if any statement or information is subsequently found to be untrue, incomplete or misleading, or, if I fail to provide original documentary evidence in support of my application, Tughans has the right to withdraw any verbal or written offer of a training contract, either before or after commencement.

#### Hard Copy Applications

I hereby confirm that all of the information stated on this Application Form is complete, accurate and true. I also fully understand that if any statement or information is subsequently found to be untrue, incomplete or misleading, or, if I fail to provide original documentary evidence in support of my application, Tughans has the right to withdraw any verbal or written offer of a training contract, either before or after commencement.

Signature		Date	
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### Data Protection Act

Under the provisions of the Data Protection Act, I understand that the company will record, file in both paper and electronic form and process personal data in relation to relevant aspects of my application and/or training contract.

## EQUAL OPPORTUNITIES MONITORING FORM

Please do NOT put your name on this form. This form will not be seen by the selection panel.

We are an Equal Opportunities employer. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989. The information which you provide will be treated in the strictest confidence and will only be used for monitoring purposes.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you are perceived to come from. Please note that it is a **criminal offence** to give false information.

### 1. Please indicate your community background by ticking the appropriate box below.

I am a member of the Protestant Community

I am a member of the Roman Catholic Community

I am a member of neither the Protestant or Roman Catholic Community

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If you do not complete the above question, we will use the 'residuary' method which allows us to make a determination on the basis of personal information stated on your application form.

**In order to ensure that Tughans is complying with other equal opportunity legislation, we would be grateful if you could also complete questions 2 to 5.**

### 2. Could you please indicate whether you are:

Female:

☐

Male:

☐

### 3. Please state your nationality: \_\_\_\_\_

### 4. Please indicate your ethnic origin:

White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Mixed Ethnic Group	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>

Other (please specify) \_\_\_\_\_

### 5. Do you have any physical or other disability? Yes: ☐ No: ☐

If YES, please give details: \_\_\_\_\_

Under the provisions of the Data Protection Act, I understand that the company will record, file in both paper and electronic form and process personal data in relation to relevant aspects of my application and/or employment.