

How to apply for a training contract

The process for applying for a training contract is as follows:

Applications can be submitted via e-mail or in paper format; you need to include both a covering letter and a curriculum vitae.

Your application must include the following:

- Personal Details
- Contact Details including e-mail address, telephone numbers, term time and home address and an indication as to which is your preferred contact address.
- Education Details including secondary education, higher education and post graduate (CPE/LPC) as relevant.
- Work experience
- Activities and interests
- Details of referees

In addition you will be asked to answer the following questions in your covering letter:

- Why do you want to become a solicitor?
- Why did you choose to apply to CLM?
- Why are you suited to a career at CLM?
- Do you require a work permit?
- Have you any criminal convictions? If so, please state (NB. "spent" convictions under The Rehabilitation of Offenders Act 1974 must also be stated)

We are currently accepting applications for training contracts to commence in autumn 2010. The closing date for applications is 30th April 2009.

Q. What is the application process?

The application process will take the following format:

Initial Interview Stage:

This will be carried out by the HR Manager Abigail Witting and the training contract coordinator Marie Verney. The interview will consist of a face to face interview and a written exercise, details of which will be included in the interview invite. Duration: Approximately 1.0-1.5 hours.

Those successful in progressing to second stage interviews will be invited to complete an online assessment prior to the second interview.

Second Interview Stage:

This will be carried out by the Training Principal Lance Parker and either Marie Verney or Abigail Witting. The interview will consist of a face to face interview and a presentation exercise. You will be asked to prepare a 5-10 minute presentation based on an area of law of interest to you. Duration: Approximately 1.0- 1.5 hours.

All interviews will take place at our Newbury Office

Q. What is the timescale for dealing with applications?

Our approximate timescale for dealing with applications is as follows:

31 st May 2009	Short listing completed
31 st July 2009	First round interviews completed
31 st August 2009	Second round interviews completed
1 st October 2009	Second round interview candidates notified of decision.