

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)

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 Partner, Malcolm Poynter. 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 may be invited to complete an online assessment prior to the second interview.

Second Interview Stage:

This will be carried out by a member of the Management Board and either the Training Partner 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:

15 th June 2011	Short listing completed
15 th August 2011	First round interviews completed
30 th September 2011	Second round interviews completed
15 th October 2011	Second round interview candidates notified of decision.