



BLD Legal Gateway Scheme Legal Launch Pad Application Form Guidance Notes

PLEASE READ THIS GUIDANCE NOTES CAREFULLY AND FOR FURTHER ASSISTANCE SEE THE LLP FAQs ON OUR WEBSITE AT WWW.ONLINEBLD.COM AND ALSO OUR [LEGAL LAUNCH PAD PAGE](#).

Personal Details

- Please complete every section.
- It is important that you provide an email address or addresses that you check on a **regular basis**. This is because any offer communicated via email that is not accepted within the specified period /date will be deemed declined.

Additional Information

- This helps us screen and score the application. Where you have previously been on the programme, your application will **not** be considered.

Current Course and Academic Institution

- Send supporting documents confirming the information given on the form in this section. If these are not available, please explain why. Please note that whilst preference is given to **second year/penultimate Law** and **final year non-Law students**, all applications are considered on merit.
- For overseas education, explanation must be clearly set out on the form of the equivalent qualification in the UK.
- Supporting documents **must** include:
 - Academic transcript of exam results set out in the form
 - Written reference from your academic institution or last academic institution (and/or where appropriate your employer) **on the organisation's letter headed paper** supporting your application and suitability to be accepted onto the programme. This **must** be received at the same time as your application and CV. **Please ensure that you give this information to your referee.**
 - Your CV
 - Any other additional document(s) that you may wish to send in support of your application.

Education

- Please forward supporting documentation such as transcript from AS levels and above. If this is not available, please explain why.
- For overseas education, explanation must be clearly set out on the form of the equivalent qualification in the UK.

Skills and Achievement

- We are looking for, amongst other qualities, a clear understanding of the questions, communication skills and attention to detail.
- **And finally** box – do resist the temptation to repeat what has already been said elsewhere. This should give real scope to highlight something that marks you out so that your application stands out.
- Please do not exceed the maximum number of words, as your application may not be considered.

Programme Details

- It is critical that you complete this part of the form fully, as your application may not proceed beyond the screening stage if this is incomplete.
- It is critical that you provide the terms dates to enable us allocate work placement.

General

- Please note that it is **mandatory** to complete every section of the application form. It is important to note that the application form is the only document that will be seen by the judges when assessing your application.
- Handwritten application forms will not be considered
- Your application **and** CV must be received by email to BLDAdmin@onlinebld.com.
- In addition to the application form and CV (which must be emailed), in our strive to be environmentally friendly, we would encourage you to send all your supporting documents by email, rather than by post, to BLDAdmin@onlinebld.com. If by email, you can scan such supporting documents as PDF (please not JPEG) and email them.
- The reference which must be **on the organisation's letter-headed paper** can be posted to the address below or sent by email as an attachment to BLDAdmin@onlinebld.com
- The application and all supporting documentation must be received **no later than 3pm on 30 November 2011**.
- Do read this guidance notes as well as the Students Briefing and FAQs on the [Legal Launch Pad Page](#) before completing this form

Contact email and address

BLD Administration (LLP Application)
Totally Management Ltd
T/A BLD
288 Bishopsgate
London EC2M 4QP
BLDAdmin@onlinebld.com

Submission of your application

Prior to submitting your application please see the checklist below as you will be unable to submit the form if any of these boxes are unchecked.

Application Form – all sections have been completed and form is signed and dated

CV Sent/Attached/Enclosed

Reference(s) Sent/Attached/Enclosed

Certificates Sent/Attached/Enclosed

Transcript Sent/Attached/Enclosed

If you do not get an acknowledgement of your application and supporting document within 7 working days, do contact us.

**BLD Legal Gateway Scheme
Legal Launch Pad Programme Application Form**

Personal Details

First Names:	Surname:
Preferred Forename:	

Home Address

Address:	
Postcode:	City:
From Date:	To Date:

Contact Details

Daytime Phone:	Evening Phone:
Mobile Phone:	Email address:
Alternative Email address:	

Term Address

Address:	
Postcode:	City:
From Date:	To Date:

.....**CHECKLIST BEFORE SUBMISSION**

Legal Launch Pad application checklist *You cannot submit the form if any of these boxes are unchecked.*

- Application Form** – all sections have been completed and form is signed and dated
- CV** Sent/Attached/Enclosed
- Reference(s)** Sent/Attached/Enclosed
- Certificates** Sent/Attached/Enclosed
- Transcript** Sent/Attached/Enclosed

Education*supporting documents required

Please list all public examinations taken, entering your subject information exactly as recorded on your official transcript. Please include all completed subjects, including all GCSE's, AS Levels, A Levels or equivalent.

GCSE qualifications (or equivalent)

Subject	Date Taken	Grade Achieved
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

If you have international qualifications please give the name of the qualification and brief details of the grading structure in the space below.

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AS Levels (or equivalent)

If you have international qualifications please give the name of the qualification and brief details of the grading structure below.

Subject	Date Taken	Grade Achieved
1		
2		
3		
4		

A Levels (or equivalent)

Subject	Date Taken	Grade Achieved
1		
2		
3		
4		

If you have international qualifications please give the name of the qualification and brief details of the grading structure below.

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Educational Achievements* supporting documents required

Please tick which of the following applies to you:

Please tick which of the following applies to you:

(with/without) mitigating circumstances – please give details

Graduate with a

Graduate doing the

Graduate who has completed the LPC/BPTC and has

In paid employment

Undergraduate Education Records

Please list all examinations taken so far, together with the results

Course Details

University Attended/Attending:

Date started:

Date completed/Expected completion Date:

Degree Obtained/Being Studied:

Year	Subject	Date Taken	Marks/Grade Achieved

Skills and Achievements

Extra curricular activities and interests

Please outline your extra curricular activities and interests stating positions of responsibility and achievements. Please limit your responses to a maximum of 200 words for this question.

Personal Attributes

Having regard to the aims and objectives of the Legal Launch Pad programme, state what you feel you would gain from the programme and why you want to take part
Please limit your responses to a maximum of 200 words for this question.

Please tell us why you are interested in a career in the legal sector? What research have you carried out in order to find out about the various legal career options?
Please limit your responses to a maximum of 200 words for this question.

And finally

Please state here any additional information you would like to add in support of your application
Please limit your responses to a maximum of 200 words for this question.

Programme Details

Induction Event

Please note that if your application for the Legal Launch Pad programme is successful, you will be invited to attend a full day Induction event in London on 26/1/12. Please confirm whether you are available on that date.

To assist with programme planning, especially because most of the work placements will be at various, times including Easter, we would like to know your term dates (i.e. the start and end of each term in your 2011-2012 academic year) and preferences for various events.

Please supply your term dates and dates that when you **definitely cannot do** the work placement i.e. dates **to avoid**. Please note that we also have to work within the dates that the sponsors can do, so where you can, it will be in your best interest to be as flexible as possible.

Term Dates for 2011/20112 (you must please specify the start and end date of each term)

Autumn 2011	Start:	End:
Winter 2011/12	Start:	End:
Spring/Easter 2012	Start:	End:
Dates to Avoid		

Training Session 1 (Applications, Assessment and Drafting. **You only need to choose one date from the two below.**)

Training Session 2 (Presentational Skills, Commercial Awareness and Negotiation. **You only need to choose one date from the two below**)

Work Placement(s) (this includes mock interviews)

Please indicate below where you are able to commit to undertaking a one-week/ two-week work experience placement without incurring any accommodation expenses (for example, close to your university base, or in another location where you would be able to stay with friends and family). Giving more choices means that you are more likely to obtain a placement at a time that is convenient for you.

Choice 1

Choice 2

Choice 3

(Please note that for programme planning reasons we may have to ask you to attend events at any of these locations. We will, however, do our best to take your preferences into account. When you are attending placements and training events, some contribution towards your travel costs will be available, in accordance with our published travel policy. Please further note that we do not normally cover accommodation costs unless you have our prior authority to incur such an expense and we would expect you to have first explored all avenues of staying with friends/relatives) Joining instructions for induction and training events will be sent in due course, if your application is successful.

I confirm that I have read and understood the contents of this form and the guidance notes and that the information I have provided on this form is true and accurate.

Signed:

(WHERE EMAILING THIS PLEASE TYPE YOUR NAME AS PROOF OF SIGNATURE)

Date:

Equal Opportunity Monitoring

This information will NOT be used as part of the screening process. It is for monitoring purposes only.

Age	Gender
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Ethnic Origin

A Asian or Asian British	B Black or Black British
Other Asian (please state) <input type="text"/>	Other Black (please state) <input type="text"/>

C Chinese or other ethnic group	D Mixed
Any Other (please state) <input type="text"/>	Other Mixed (please state) <input type="text"/>

E White	Disability
Other White (please state) <input type="text"/>	Do you consider yourself to have a disability? Please give below details of any assistance you require during the application process and /or over the course of the programme in light of that disability: <input type="text"/>

Please tell us how you heard about the Legal Gateway Scheme and Legal Launch Pad Programme

	Other (please state)
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Please tick the appropriate questions

I attended this type of school:	I receive Educational Maintenance Allowance (EMA) or similar. <input type="checkbox"/>
I am from a single parent household. <input type="checkbox"/>	I am a single parent. <input type="checkbox"/>
Neither of my parents has a degree/been to university <input type="checkbox"/>	I am the first in my family to go to University. <input type="checkbox"/>
I am interested in becoming:	I have been on the TCTL programme/attended a TCTL event. <input type="checkbox"/>
I do speak another language/other languages No <input type="checkbox"/> Yes <input type="checkbox"/> please give details, including the proficiency	