

# Trainee Application Checklist

PLEASE NOTE there is no facility to partially complete and save the form as you go along, but it should take no more than 15 minutes to complete, provided you have prepared, and have close at hand, the information outlined below.

## 1. Contact Details



Fields marked with \* are mandatory

Please enter your phone number in the format (01) 123 4567 or (087) 123 4567

Remember to double check your email address!

You'll need to have this information to hand:

- Leaving certificate – year, points achieved, subjects and results
- Degree – year (completed or expected) degree title, awarding body and result/result expected

## 2. Education and Qualifications



## 3. Work Experience



Legal work experience can be an effective way to demonstrate your interest in and commitment to a legal career. We are also interested in non-legal work experience in, for example, the retail, hospitality, business or voluntary sectors.

VOLUNTEER

We suggest your letter of application is no more than 1 ½ pages long.

There's no need to repeat the information in your CV.

Tell us about yourself and let your **personality** shine through :)

## 4. Letter of Application



BYRNE  
WALLACE

When you are satisfied that you have completed all sections of the form and have successfully uploaded your CV and letter of application, click the SUBMIT icon.

On submission you will receive both an on screen confirmation message showing your application reference number and a confirmation email.

**READY TO APPLY? CLICK HERE TO COMPLETE THE ONLINE FORM...**