

2038808

Application form – Graduate

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Private & Confidential

Please complete the attached application form and return with a covering letter to:

Email: graduatecareers@lcp.uk.com

Address: **Marie Murphy**
Graduate Careers
Lane Clark & Peacock LLP
30 Old Burlington Street
London
W1S 3NN

If you should have any queries please contact Marie Murphy on +44 (0)20 7439 2266

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Personal details (please write in block capitals in this section)

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Title	Surname	First name(s) (underline the name you are known by)
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.....

Home address Term address

.....

Post code Post code

Telephone Telephone

Email Email

Dates at above Dates at above

Do you need a work/training permit for permanent employment in the UK? YES / NO

Do you hold a full UK driving licence? YES / NO

Availability

Dates when you are not available for interview:	Date from which you can commence employment:
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Vacancy applied for

Please enter details of the job / job title for which you are applying.

Preferred office: London / Winchester / No preference

Preferred department*: Pensions / Investment / Insurance / Business Analytics / No preference

Please explain why you have applied to LCP for this particular vacancy and emphasise why you feel you would be a suitable candidate. Please include evidence, ie courses undertaken, work shadowing, skills, strengths and experiences that demonstrate your suitability for this role.

* Insurance and Business Analytics are only available in London. Details of our Pensions, Investment, Insurance and Business Analytics departments can be found on our website, lcp.uk.com, under "Our Services".

2038808 **How did you learn about LCP and what impressed you to apply?**

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Please explain why you have applied for your above chosen location and department.

Secondary and further education

Please list date (year)/qualification/subjects (grade) of all examinations prior to your Higher Education Course(s) (include all O Levels/GCSE's/A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/Baccalaureate etc). Include all examinations taken at this level whatever the outcome.

Institution (School/college)	Dates		Examination/Qualifications gained (please state subject, level & date obtained)	Grade
	From	To		

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Higher education

Please list all degrees/diplomas/professional qualifications etc held or currently studied for, whether at first degree or postgraduate level. List most recent first and give all results known whatever the outcome. If currently in higher education, please include the expected end date of your course.

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Higher education institution	Dates		Award and title of award (HND/Degree/Dipl/MSc/PhD etc) List main subjects below title	Results (expected /awarded)
	From	To		

Language skills

Please list any languages that you know (spoken or written) including level of proficiency (ie basic / working knowledge / fluent / mother-tongue).

Computer skills

Please specify your experience with any generic computer packages / programming languages (limited / working knowledge / extensive).

Employment and work experience

Please describe briefly in chronological order any work (whether paid or unpaid) which you have undertaken.

From (Month/Year)	To	Employer	Job title & responsibilities	Achievements

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Personal interests

Use the space below to describe your spare time activities and achievements (include details and dates of awards received etc). Please continue in the other relevant information section should you require more space.

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Specific evidence

Using the sections below, please provide evidence of specific abilities. You may want to use examples taken from your education, work experience, placements, spare-time or other voluntary activities.

Planning, implementing and achieving results

Describe a challenging project, activity or event, which you have planned and taken through to conclusion. Include details of your objective, your role and the process involved.

Influencing, communication and teamwork

Describe how you have achieved a goal through influencing the actions or opinions of others (perhaps in a team context). Include details of your involvement and how you measured your success.

Analysis, problem solving and creative thinking

Describe a difficult problem or situation that you have resolved. State how you decided which were the critical issues. Is there anything that you would have done differently in retrospect?

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Other relevant information

Page 6 of 6 Please write here any additional information, not covered elsewhere, which will strengthen your application. (Please continue on a separate sheet if necessary).

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Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. Under the Data Protection Act 1998, in supplying details to LCP I consent to the processing of this information for the purpose of my application and employment with Lane Clark & Peacock LLP and to it being used for your equal opportunity monitoring purposes.

Signed..... Name (please print) Date
