

Bursary Scheme Application

To apply for the scheme this form must be completed in full. A CV may be submitted but must not be in place of this form.

Personal Details

Surname:

Title e.g. Mr/Mrs/Miss/Ms/etc.:

Forename(s):

Preferred name (if applicable):

Social security no:

Address:

Term Address:

Home tel no:

Mobile tel no:

Other tel no (UK):

Email address:

Nationality

Are you a British Citizen/EU National? Yes: No:

State which country:

Other Nationality – state which country and your immigration status:

Residential Status

Please tick which residential status applies

Jersey

Entitled

Licensed Date of arrival:

Entitled for work Date of arrival:

Registered Date of arrival:

Entitled to work through spouse's licence Date status was gained:

Guernsey

Status declaration

Housing licence Expiry Date: Renewable: Yes: No:

Declaration of lawful residence Expiry Date: Renewable: Yes: No:

Non Channel Island resident

How did you hear about our Bursary Scheme?

Have you made any previous applications to Ogier? Yes: No:

If yes, when and for what opportunity?

Do you have a relation employed by the Ogier Group? Yes: No:

If yes please provide details:

Secondary Education

School/College:

Dates from and to:

Please provide details of any positions or responsibilities held at school or elsewhere.

What Are Your Future Plans?

If applying for university, please detail your 1st, 2nd and 3rd choice, the course you wish to study and expected duration. Or, if completing higher education please provide details of your career aspirations.

Responsibilities

Please provide details of any employment, work experience placements or voluntary positions undertaken in the past 3 years.

Position	Organisation/Society	Dates

Personal Qualities

At Ogier we value our staff immensely and it is therefore extremely important that we recruit the right type of individual, this is equally important for our Bursary placements. Therefore please think carefully about the answers you provide to the questions below. There is a maximum word count of 250 words for each answer.

Personal Motivation – please describe a recent, significant achievement (other than exam success) which you feel makes you stand out. For example, Duke of Edinburgh Awards.

Career motivation and drive – please give a brief explanation of why you wish to embark on a career in law and any steps you have already taken to find out more about the profession.

Interpersonal skills are a key competency at Ogier. Please outline an example of when you have worked within a team and the contribution you made.

Please detail any languages you are confident in using within a business environment and to what level (conversational/fluent).

Convictions

Do you have any convictions which are not spent under the terms of the Rehabilitation of Offenders (Jersey) Law 2011, the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 or any other relevant laws dealing with the rehabilitation of offenders?

Yes: No: If yes please provide details:

References

Please provide details of 2 referees. This should include an academic referee and one from your most recent work experience or employment.

By supplying these details, we will assume permission to make contact with these referees should your application be successful.

Academic referee

Contact name:

Address:

Tel no:

Email address:

Employment referee

Contact name:

Address:

Tel no:

Email address:

Declaration

I hereby declare that the information provided is, to the best of my knowledge, true and that no material facts have been omitted. I understand that any false statements or the withholding of any relevant information may lead to my application being rejected at any stage or termination of my Bursary.

I also consent to:

By providing personal data electronically (disclosed under the section headed 'Convictions'), I have provided explicit consent to Ogier to process such sensitive data for the purpose of considering my application for a Bursary.

Signed:

Date:

Please return your completed form to:

recruitment@ogier.com

or

HR Department, Ogier, 44 Esplanade, St Helier, Jersey JE4 9WG

You may use extra sheets of paper to provide further information or attach a CV. However, a CV should not be used as a substitute. We welcome applications from appropriately qualified and experienced applicants, regardless of gender, marital status, age, religion, disability and ethnic origin or race. The processing of this information by Human Resources and the employing department will comply with Guernsey's Data Protection Law 2001, and Jersey's Data Protection Law 2005, which protects your privacy and access rights. Reference to Ogier means the Ogier Group and members of the Ogier Group.