



**Dickson Minto W.S.**  
**Commercial Property**  
**Application Form**  
APPLICATION FORM 2013

**PERSONAL INFORMATION**

**CONFIDENTIAL**

**1. Personal Details**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

Term Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Term Telephone No: \_\_\_\_\_

**2. Education, Training and Qualifications**

Names and Addresses of Schools Attended

Examinations Passed in School	Grades

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University: \_\_\_\_\_

Degree Courses taken: \_\_\_\_\_

Degree/Diploma Courses to be taken: \_\_\_\_\_  
\_\_\_\_\_

Ordinary Degree

*Note: Before commencing a traineeship applicants must have obtained a Diploma in Legal Practice as required by the Law Society of Scotland.*

Subjects Passed	Merits etc.

Honours Degree

Subjects Passed	Results (if known)





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**4. References**

Please give the names and addresses of two referees. N.B. Referees will not be contacted without your express permission

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from being offered a traineeship or may result in dismissal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Once completed this application form should be returned to:  
Allan Fraser, Dickson Minto W.S., 16 Charlotte Square, EDINBURGH, EH2 4DF. Or e-mail to:  
**applications@dmws.com**

**Dickson Minto WS**

16 Charlotte Square  
Edinburgh  
EH2 4DF  
Tel: 0131-225-4455  
Fax: 0131-225 2712

Broadgate Tower  
20 Primrose Street  
London, EC2A 2EW  
Tel: 020-7628-4455  
Fax: 020-7628-0027

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See Data Protection Notice below

**DATA PROTECTION NOTICE**

In completing this application form, you will provide Dickson Minto W.S. ("DM") with certain personal information ("the Information"). The Information will be held and used by DM to consider and process your application for a position with this firm. DM will keep the Information for as long as is necessary for this purpose. If your application is successful, the Information will be kept for use for the purposes of your employment. If your application is unsuccessful, we shall destroy the Information held by us.

Relevant partners and employees will be provided with the Information but we will not pass the Information to anyone outwith DM, except for any external consultants assisting us in the recruitment process or as may be required by law or court process. By providing the Information requested on the form, you consent to its use in this way.

If at any time you wish us to cease using the Information and return it to you, please inform us. Moreover, if you wish you can request a copy of the Information we hold on you. If that Information is inaccurate, you should advise us and we will correct it.

You should contact us in relation to any of the above matters at [applications@dmws.com](mailto:applications@dmws.com).