**CLARENCE’S INTERSHIP SCHEME**

Dear Candidate,

Thank you for your interest in Clarence Abogados & Asociados’ (“Clarence”) Internship Scheme.

**The Application Form**

This application form will provide Clarence with information about you and on what differentiates you from other candidates, allowing us to make an informed decision about your application.

Please kindly fill it out meticulously and in your own time before sending it back to us. Please note that Clarence will only review submissions made using the application form template provided.

**Your Application**

Your application will be handled with care and we have made the application form simple so that it is straightforward for you.

**Getting to know each other**

We understand that applications can be time-consuming and for that reason we try to make it a simple process. In the same manner that we want to know about you, we ask that you do your research to find out more about Clarence Abogados & Asociados.

We are looking for individuals, not robots. We therefore consider all applications individually and are interested in what you can offer as an individual.

**Commercial Awareness**

To excel at Clarence, you will need to be commercially aware. There is no minimum or maximum level of commercial awareness nor is there a formula that can be applied to it. It is an amalgamation of understanding the sector(s) and areas of law we cover and understanding our clients’ businesses.

You may read the business press and watch the news. As you will expect, most of our transactions are on the African continent, therefore your research should be geared towards the same.

We look forward to hearing from you soon.

**CLARENCE APPLICATION FORM**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  |
| **Surname:** |  | **Preferred Name:** |  |
| **Title of the vacancy applied for:** |  | | |

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| --- | --- |
| **Please provide details of any Clarence employee or partner who has referred you for this position:** |  |
| **Previous Clarence roles applied for[[1]](#footnote-1):** |  |
| **Stage reached on previous application:** | Choose an item. |

**UNIVERSITY / HIGHER EDUCATION (most recent first)[[2]](#footnote-2)**

|  |  |
| --- | --- |
| **Name of University:** |  |
| **Degree Type (e.g. BA, LLM, PhD):** |  |
| **Degree Subject:** |  |
| **Predicted / Achieved Grade:** |  |
| **Start Date:** |  |
| **Graduation Date:** |  |

**MODULE SCORES (most recent first)[[3]](#footnote-3)**

|  |  |  |
| --- | --- | --- |
| **Name of Module** | **Percentage achieved**  **(or equivalent)** | **Date achieved**  **(month & year)** |
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**SCHOOL EDUCATION (most recent first)**

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| **Name of School:** |  |
| **Start Date:** |  |
| **End Date:** |  |

**SCHOOL QUALIFICATIONS (most recent first)**

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| --- | --- | --- | --- |
| **Type of Qualification** | **Subject** | **Grade achieved** | **Date achieved** |
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**LANGUAGE CAPABILITY**

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| **Language:** |  | **Proficiency:** | Choose an item. |
| **Language:** |  | **Proficiency:** | Choose an item. |
| **Language:** |  | **Proficiency:** | Choose an item. |
| **Language:** |  | **Proficiency:** | Choose an item. |
| **Language:** |  | **Proficiency:** | Choose an item. |

**WORK EXPERIENCE (most recent first)**

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| --- | --- | --- | --- |
| **Name of organisation:** |  | | |
| **Country:** |  | | |
| **Job Title:** |  | | |
| **Legal or non-legal?** |  | | |
| **Paid or unpaid?** |  | | |
| **Full or part time?** |  | | |
| **Start Date:** |  | | |
| **End Date:** |  | | |
| **How did you secure this position?** | Choose an item. | **If “other” please specify:** |  |
| **Please provide a brief description of the duties, responsibilities or work you undertook:** | | | |
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| **Name of organisation:** |  | | |
| **Country:** |  | | |
| **Job Title:** |  | | |
| **Legal or non legal?** |  | | |
| **Paid or unpaid?** |  | | |
| **Full or part time?** |  | | |
| **Start Date:** |  | | |
| **End Date:** |  | | |
| **How did you secure this position?** | Choose an item. | **If “other” please specify:** |  |
| **Please provide a brief description of the duties, responsibilities or work you undertook:** | | | |
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| **Name of organisation:** |  | | |
| **Country:** |  | | |
| **Job Title:** |  | | |
| **Legal or non-legal?** |  | | |
| **Paid or unpaid?** |  | | |
| **Full or part time?** |  | | |
| **Start Date:** |  | | |
| **End Date:** |  | | |
| **How did you secure this position?** | Choose an item. | **If “other” please specify:** |  |
| **Please provide a brief description of the duties, responsibilities or work you undertook:** | | | |
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**PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Type of Qualification**  **(LPC, ACCA etc)** | **Subject** | **Grade achieved** | **Date achieved** |
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**POSITIONS OF RESPONSIBILITY AND EXTRA CURRICULAR ACTIVITIES**

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| --- |
| **Describe your involvement and positions of responsibility (professional, extracurricular activities including any societies, charitable and voluntary work, sports or personal / academic achievements). Include what your role and contributions were. (250 words):** |
|  |

**APPLICATION QUESTIONS**

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| **1. Describe what factors and influences have affected your decision to become a lawyer. Include why you are interested in a career as a Clarence lawyer, and the skills and attributes you would bring to the firm (400 words):** |
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| **2.** **Describe your weaknesses and strengths** |
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**ADDITIONAL INFORMATION**

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| --- |
| **Please use this space to provide any additional information we should be aware of e.g.**   * **extenuating circumstances; and/or** * **any reasonable adjustments required.** |
|  |

#### 

1. Please provide the role title and approximate date of application. [↑](#footnote-ref-1)
2. Please enter the details of all Universities or Higher Education Institutions you have attended. If you have studied at more than one university, please copy and paste this section to provide details of the institution, degree and grades achieved / expected, including all module scores. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)