



Guide to work placement 2009/10

www.blacklawsdavis.co.uk

Work placement

We offer a limited number of places each year to gain work experience in Blacklaws Davis, London's largest specialist family law practice. These are on a rolling basis.

Please read this guide before applying.

Why consider work placement?

Work experience will help you to explore more fully whether law is the right career for you. It can help you assess whether you have the skills, qualities and motivation to get through the training, enter practice and prosper.

Undertaking work placement will help you research and evaluate the different options available to you and provide you with an insight into the legal system. It will also help you with your CV and show prospective employers that you have thought about what you want to do, as well as gaining some practical experience, proving that you are making an informed career choice.

FAQs

What skills and experience should I have to be considered for a work placement?

We consider offering placements to the following:-

- Undergraduates currently studying for a law related degree. You should have a keen desire to want to pursue a career in law and continue to take the LPC.
- Graduates who have completed their degree courses.
- Students undertaking the GDL or LPC courses.
- In addition, during 2010 we will be offering a work placement to a journalism graduate or undergraduate to work within the practice.

When can I do my work placement?

The majority of placements are in the academic recesses. However we do consider placements for other times of the year, particularly for those who have completed the academic stages of their training.

How long can I spend with Blacklaws Davis?

We would normally expect a minimum of two weeks but many of our work experience placements last longer than this.

What can I expect from a work placement?

You will get the chance to experience a variety of areas within family law and related fields and, where possible, make a contribution in helping with the work within a team.

What are the hours of work for a placement?

Normal office hours will apply to all placements. These vary but are usually 9am to 5.00pm or 9:30am to 5:30pm, with 1 hour for lunch.

When should I apply for a work placement?

You should complete an application form which can be downloaded from our website <http://www.blacklawsdavis.co.uk/cms/document/Applicationformforjob.pdf>. This should be completed by hand and returned to us either as a scanned attachment to an email to chris.may@blacklawsdavis.co.uk or by post to the following address:-

Chris May, Practice Manager, Blacklaws Davis LLP, 190-196 Deptford High Street, London SE8 3PR.

How should I apply for a work placement?

We can only accept applications by completion of our application form.

When will I know whether I have been successful in securing a work placement?

We only have a limited number of places available for work placements and therefore we are unable to offer places to everyone who applies. We will be in contact with all applicants to confirm whether they have been successful usually within 21 days of receiving an application. We shall contact you by email to notify you of our decision.

If I am successful what will happen next?

You will be contacted and given all the information that you will need about your placement and a chance to ask any further questions that you may have.

If I am unsuccessful in securing a work placement for this year can I apply again?

Yes if you are unsuccessful this year you are welcome to try again but not within a period of one year.

Minimum requirements

Before applying, it's important to make sure that you meet the minimum requirements of the placement.

You will need:

- A minimum 2.1 honours degree, if a graduate;
- To demonstrate your commitment to family work by providing evidence of electives chosen during the academic stage of your career.

Preparing for interview

If you are invited for interview with us we will want to discuss with you your reason for applying for the role.

- Think about your motivation – what attracts you to the legal profession?
- What do you know about it?
- Consider the skills and knowledge needed to work in a legal practice. Do you have these skills?
- Can you demonstrate from your academic studies that you have an interest in family work?

- Have you undertaken any previous paid or voluntary work which is relevant, e.g. working at Citizens Advice?

Diversity and inclusion

Our commitment to the people who choose to make their career with us is a central part of our corporate responsibility policy.

Diversity and inclusion is a central focus on our business agenda. Our objective is to attract and retain the most talented people, and to benefit from the varied talents of a diverse workforce. To do this, we aim to provide rewarding careers and a supportive working environment, allowing all our people to maximise their potential and fulfil their ambitions.

What is diversity & inclusion at Blacklaws Davis?

Our approach to diversity means we recognise ways in which we differ – in terms of visible differences such as age, gender, ethnicity and physical appearance, as well as underlying differences such as religion, nationality and education.

Our approach to inclusion means we want to create a workplace in which diversity is valued and in which everyone has the opportunity to join us, develop with us and fulfill their potential with us.

Our vision for success is to:

- Create a culture where everyone feels valued and respected;
- bring together teams of people with differing and complementary skills, ideas and experience;
- ensure people from diverse backgrounds feel motivated to develop their careers with us;
- continually develop better and more creative solutions for our clients;
- support the evolution of a legal profession that reflects the diversity of the communities we seek to serve.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you:

- We will only use personal information you supply to us for the reason that you provided it for.
- We will only hold your information for as long as necessary to fulfil that purpose.
- We will not pass your information to any other parties (including other Council departments) unless this is made clear to you at the time you supplied it.

All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality