|  |  |
| --- | --- |
| **Name** |  |
| **Please tick any areas of law you have a good working knowledge of** | |
|  |  |
| Banking |  |
| Care / Abuse / Domestic Violence |  |
| Clinical Negligence |  |
| Commercial |  |
| Construction |  |
| Conveyancing - Commercial |  |
| Conveyancing – Residential |  |
| Corporate |  |
| Costs |  |
| Criminal |  |
| Debt Recovery |  |
| Dispute Resolution |  |
| Employment |  |
| Family |  |
| Human Rights |  |
| Immigration |  |
| Intellectual Property |  |
| International |  |
| Licensing |  |
| Litigation |  |
| Medico Legal |  |
| Notarial |  |
| Pensions |  |
| Personal Injury |  |
| Police / Fraud |  |
| Property |  |
| Shipping / Marine |  |
| Tax |  |
| Wills and Probate |  |
|  |  |
| **Please put a tick in any areas of Medical work you have a good level of experience in** | |
| Cardiology |  |
| Dermatology |  |
| General Surgery |  |
| Geriatric |  |
| ICU |  |
| Immunology |  |
| Neurology |  |
| Obs & Gynae |  |
| Oncology |  |
| Ophthalmology |  |
| Oral & Max Fax |  |
| Orthopaedic |  |
| Paediatrics |  |
| Pathology |  |
| Plastics |  |
| Psychiatry |  |
| Radiology |  |
| Trauma |  |
| Urology |  |
| Vascular |  |

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| **How would you describe your abilities in the following:-** | | | |
|  | Excellent | Good | Little/None |
| Word |  |  |  |
| Excel |  |  |  |
| Powerpoint |  |  |  |
| Document Production/Formatting |  |  |  |
| Multi Speaker Dictation |  |  |  |

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| **Do you have work experience in any of the following areas** | |
| Architects |  |
| Barrister |  |
| Chartered Surveyors |  |
| Engineers |  |
| Estate Agents |  |
| PA Work |  |
| Work of a Sensitive Nature |  |
| Strong Accents (please detail) |  |

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| **Do you have a working knowledge of any of the following CMS/DMS systems** | |
| ActionStep |  |
| ALB |  |
| Axxia |  |
| Clio |  |
| DPS |  |
| Filesite |  |
| Keyhouse |  |
| iManage |  |
| LEAP |  |
| Legal Evolve |  |
| NetDocs |  |
| Ochresoft |  |
| Osprey |  |
| Peppermint |  |
| Practice Evolve |  |
| Proclaim |  |
| P4W (Partner for Windows) |  |
| Promap |  |
| Quill |  |
| Redbrick |  |
| Select Legal |  |
| SOS |  |
| Thread Legal |  |
| Videss |  |

|  |  |
| --- | --- |
| We have a dedicated Document Production department which has a separate training test. Do you want to try it? | Yes / No |
| Are you *fluent* in any language, other than English?  If yes, please advise which language, and your level of knowledge. | Yes / No |
| Do you hold any professional Certificates (e.g. AMSPAR)?  If so, please list below. | Yes / No |

***Please provide a brief description of your strengths and weaknesses.***

(e.g. good at meeting deadlines; difficulty understanding some accents)

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***In one year’s time, where do you see yourself?***

|  |
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|  |

***What do you see yourself doing (job related)?***

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