

Tips for completing your application form

Try to demonstrate your personality in the application form and differentiate yourself from other candidates.

Extra-curricular activities and positions of responsibility help to differentiate you from other candidates, many of whom will have similar academic records. Therefore make sure you spend time completing this section of the application form.

A number of questions on the application form require you to demonstrate evidence of any research you have conducted about Lindsays. Try to gather this information from as many sources as possible.

Don't just provide us with a list of your work experience and dates. You should summarise the work involved, and describe any skills developed that you think will be transferable to a legal environment.

Accuracy and attention to detail are paramount to the success of your application. Therefore you must ensure that you have spell checked and proof read your application form prior to submission - don't fall at an easily avoided hurdle!

Don't leave your application until the last minute, start it well in advance of the deadline to ensure it is not rushed and you have had time to think through your answers.

What next?

All applications received will be reviewed and, if you are successful, you will be invited to attend a first round interview. First round interviews will be held in June 2021. We will acknowledge receipt of your application however please note that, due to the volume of applications expected, we will not be able to provide feedback to those who are unsuccessful at the initial application stage.

First round interviews will be conducted by two members of the HR Team and will last no longer than one hour. The interview will provide you with an opportunity to discuss in more detail specific areas of your application form, and to discuss your interest in this vacancy. There will also be a number of competency-based questions centred on the key skills we expect from our trainees.

Candidates who are successful at the first interview will then be invited to attend a second round interview. This will be conducted by a Partner as well as a representative from the HR Team. You may be required to complete a short piece of research prior to the interview and this will form part of the interview discussion.

FAQ - Application and interview

How many training contract vacancies do you have?

We will be recruiting an additional five trainees to start in August 2022, two for our Edinburgh office, two for our Glasgow office and one for our Dundee office.

How do I apply for a traineeship?

All applications must be submitted via our online application form. We do not accept applications made via CV.

When will the application form be available for completion?

The application form for our 2022 traineeship positions is now available [here](#).

What is the deadline for submitting the application form submission?

The application deadline for 2022 traineeship positions will be midnight on Sunday 9 May 2021.

When will I hear if I have been selected for interview?

If you have been successful you will be invited to attend an interview in June 2021. All applicants will have been notified of the outcome of their application by the end of August 2021.

Will it be possible to get feedback on my application form should I be unsuccessful?

Owing to the large number of applications expected, we are unable to offer individual feedback to candidates at the application stage.

What is the interview process?

First round interviews are conducted by two members of the HR Team and provide you with an opportunity to discuss in more detail specific areas of your application form, as well as the traineeships available. This interview also includes a number of competency based questions centred around the key skills we expect from our trainees. We envisage interviews will take place virtually via Microsoft Teams.

Candidates who are successful at the first interview will then be invited to attend a second round interview, which is likely to be held via Microsoft Teams. This will be conducted by a Partner and a member of the HR Team. You may be required to complete a short piece of research prior to the interview and this will form part of the interview discussion.

FAQ - Traineeship

What departments are the traineeship positions based in?

Options could change but it is likely that there will be seats in Personal Injury, Rural Property, Corporate, Family, Employment, Private Client, Dispute Resolution or Commercial Property. Further details of the traineeships on offer can be found [here](#).

How many departments will I have the chance to work in during my traineeship?

You will work in three departments throughout your two years.

Will I be able to state my preferences about which departments I train in?

You will have the opportunity to discuss your preferences at the first round interview.

What kind of work will I do during my traineeship?

Lindsay's' excellent client base provides interesting work for trainees, and you will be given a wide variety of work with regular client contact.

Will I receive any training?

A comprehensive induction programme is provided in your first week. This will provide you with the knowledge required to get started when you join your department. This

training will include IT, Finance, HR, Risk Management, Commercial Awareness, and Marketing & Business Development. Specific on-the-job departmental training will be provided throughout your traineeship and you will have the opportunity to attend internal training seminars. The Law Society requires all trainees to achieve the PEAT 2 outcomes through attendance at various seminars, conferences and skills workshops, all of which will be funded by Lindsays.

FAQ - Summer placements

Do you have a summer scheme?

No, we do not currently offer summer placements.

Can't find the answer you are looking for?

If you have a question regarding our traineeship programme that has not been answered by the above, please email trainee recruitment@lindsays.co.uk