

# TRAINING CONTRACTS



At Talbots we consider our people to be our most valuable resource. Indeed, the on-going success of the Company has a direct relationship to the skills, abilities and talents of everyone who we employ. Talbots invests a large amount of time and effort into selecting and developing each individual regardless of their role within the Company and Trainee Solicitors are no exception.

#EveryoneShouldFeelAPartOfIt

## What are we looking for?

We are inspired by the fact that people have different abilities, talents and aspirations. It takes a diverse range of skills and perspectives to make a business succeed. At Talbots, we believe that successful Trainee Solicitors display a number of key talents and behaviours which align closely with our Company Values. If you've not yet read them, [they're here](#).

#WeDareToBeDifferent

### Values

We are looking for committed and personable people who will get involved and be passionate about the Company and their role at work! We encourage everyone at Talbots to understand and apply Talbots' Values to both their service to our clients and their interactions with colleagues. Our trainees are sociable, prepared to give things their all and committed to the success of the Company in tandem with their own career progression.

Our Trainees are bright, enthusiastic, professional, conscientious, commercially-minded, proactive, pragmatic, attracted by responsibility and interested in getting the little things right.

#WeDoTheRightThingEveryTime

## Training Contracts at Talbots – what sets us apart!

### Structure

- Full-time Training Contracts lasting two years or part-time Training Contracts lasting four years;
- Reduction of Training Contract duration up to a maximum of 6 months by application of the SRA's 'Time to Count' scheme;
- Training Contracts are focused on comprehensively training trainees in a specific area of law prior to their qualification;
- Trainees start their Training Contracts by completing two seats in compatible areas of law. Seats are planned in line with SRA principles, are compatible with each Trainee's interests and fulfil the business requirements at that time. Trainees then rotate to complete a third and comprehensive seat in their qualification department;
- Lexcel accredited and SRA approved training with Associate and Director-level supervision;
- Competitive salary.

#WhateverWeDoWeGiveItOurAll

### Access to our Trainee Development Programme:

- Training in business accounts, sales & marketing, business development & networking, compliance & client care;
- Trainee Solicitors Group comprising confirmed Trainees and NQ Solicitors;
- Opportunities to be involved in marketing, charity, mentoring, learning & development projects;
- Company-wide group training and specific departmental training;
- Career progression planning on approach to qualification.

#EachExperienceTeachesUsSomethingNew

### Areas of training

Talbots offers comprehensive training and experience in at least three distinct substantive areas of law. Seats will

include rotations in three of the following departments:

- Commercial Property & Corporate;
- Dispute Resolution (including Contentious Probate, Employment & PI);
- Family Law;
- Residential Conveyancing;
- Trusts & Estates.

#WeKnowOurStuff

## The Application Process

### Recruitment process

- Application form (available via the website);
- Selection process including interview with Training Principal and HR Director;
- Applications are welcomed from external and internal candidates.

### Criteria

Candidates should:

- Have completed their LPC prior to the Training Contract start date specified on application form;
- Be able to commute easily to any one of Talbots' offices;
- Be free to remain and take up employment in the UK.

### Contact

Talbots will:

- Acknowledge all completed application forms received by email by the submission date;
- Contact you after each stage of the selection process if you are successful.

### Application form and submission

The application form can be found on our website; this should be completed and submitted by email to [TrainingContracts@TalbotsLaw.co.uk](mailto:TrainingContracts@TalbotsLaw.co.uk)

### Submission dates

Applications for Training Contracts to start on:

- 1st September 2019 should be submitted before 31st March 2018.
- 1st September 2020 should be submitted before 30th September 2018.

Application form available at [www.talbotslaw.co.uk](http://www.talbotslaw.co.uk)