

## A guide to completing your Work Experience Week Application

- **Applicant details** – give basic details, such as name, address, phone number and email address.
- **Suitability questions** – please answer all four questions.
- **Educational background** – provide information on your academic achievements, including the institutions you've attended, courses taken, and qualifications gained.
- **Work experience** – list your employment history (including any previous shadowing or placements) and describe your main duties and responsibilities in each role, emphasising those most closely related to the role of a local authority lawyer. Please note work experience is not a requirement *for a successful application in the scheme*.
- **Your 500-word statement** – write a well-structured, well-researched answer that demonstrates you are the right person for the scheme and demonstrates your passion and interest in local government. A well-written statement will dramatically increase your chances of being allocated a position on the scheme.
- **Additional questions** – give specific examples of times when you have demonstrated the skills you imagine are required to work in a local government legal department. Avoid being vague, and do not waste space writing about skills you have that are not relevant.
- **Stick to the word count** – stick as closely as possible to required word limits. A leeway of 10% is provided. If you exceed the word count anything written after that amount will not be taken into consideration.
- **Your Vlog** – feel free to record a 60 second vlog to support your application. You can email this directly to us alongside your application. Please note the vlog is not mandatory however, if you can demonstrate the confidence to submit a vlog this will be well received.

- **Don't dive straight in** – Have a good read of the form before you start writing. What is each question really asking? Make notes on the key points you need to cover and, research.
- **Fine-tuning your application** – Refining your writing style will improve the quality of your application. We are looking for confident applicants who can convince us of their capabilities. Demonstrate your suitability by giving short, to the point, and where appropriate, well-researched answers.

**You should also: –**

- use power verbs such as *transformed, delivered, achieved, and inspired*.
- choose descriptive words like *effective, consistent, determined, and adaptable*.
- focus on answering the questions and avoid waffling or being too vague or ambiguous.
- select appropriate examples of your achievements from past experience – this can be through employment, group work, assignment etc.
- demonstrate enthusiasm, interest, and passion for local government work.
- ensure your spelling and grammar are correct – double and triple check your answers!
- It might be helpful to ask someone to review your application – a career advisor, a parent, a friend, or a colleague. A second pair of eyes may help pick out errors that you may not have spotted.
- If you have any questions relating to the scheme or application form, please do not hesitate to contact us.
- Please submit your application **ahead of the deadline** by emailing a word document or pdf copy to [legaltalent@llg.org.uk](mailto:legaltalent@llg.org.uk)
- LLG aims to review all applications by 26 May 2025.