

Costs Paralegal Apprenticeship Application Form

At Clarion, we hold apprenticeships in high regard as a cornerstone for nurturing talent and fostering career growth within the legal sector. Whether you aspire to a legal role or aim to enhance our business support teams, an apprenticeship offers a blend of on-the-job experience and academic learning, setting a solid foundation for your professional journey.

Our commitment to apprenticeships is reflected in the success stories of individuals who have joined us straight from school or college, as well as those who have integrated apprenticeship training into their existing careers to further their development. Colleagues who have completed their Level 3 Paralegal qualification in the Costs team have gone on to undertake a Level 6 Apprenticeship to qualify as a Chartered Legal Executive or completed a qualification to become a Costs Lawyer to continue their career development.

If you are interested in applying for a Paralegal role in Legal Costs, please note the application end and role start dates below:

Role	Level	Application Closing date	Intake date(s)
Paralegal (Legal Costs)	Level 3	13 April 2025	September 2025

All our apprenticeship opportunities are based at our office in Leeds City Centre, within a short walking distance of the train station, and come with a starting salary of £17,000. You will also receive 25 days holiday (plus your birthday off), 2 paid volunteering days per year, Medical Cash Plan, competitive pension, and savings on public transport, as well as a whole range of other benefits.

To find out more about apprenticeships at Clarion please visit: [Legal apprenticeship | Clarion | Solicitors, Leeds \(clarionsolicitors.com\)](https://www.clarionsolicitors.com/legal-apprenticeship)

To apply for the above vacancy please complete the following application form, after reading the eligibility criteria, and submit it via email to join.us@clarionsolicitors.com, along with your CV, to take the first step towards your future with Clarion.

We look forward to discovering how you can contribute to our continued success story.

Eligibility checklist

Please read the checklist below – you must make sure you meet all the criteria to be eligible. If you are unsure, or have a query please email us prior to application: join.us@clarionsolicitors.com.

- 1 You will be aged 18 or over when starting the apprenticeship (see intake date(s) above).
- 2 You will not be in full time education when starting the apprenticeship (see intake date(s) above).
- 3 You have full eligibility to work in the UK.
- 4 You currently live in England.

BeingClarion

Application

Full Name:	Mobile:
Name by which you prefer to be known:	Email address:
Home address (including postcode):	
Where did you hear about Clarion's apprenticeship opportunities?	
What attracts you to Clarion? (max 200 words)	
What appeals to you about the apprenticeship you are applying for? (max 200 words)	

Why should we consider you, over others, for this apprenticeship opportunity (this is your chance to sell yourself beyond your CV – maximum 300 words):

For our Paralegal apprenticeships there is a minimum requirement of a Grade 4, or equivalent, in Maths and English (copies of certificates may be asked for at a later date) and to have passed two A Levels, or equivalent:

I currently hold a GCSE or equivalent in English (Grade 4 or above)

Yes

No

I currently hold a GCSE or equivalent in Maths (Grade 4 or above)

Yes

No

Please give details of the further education you have completed (A Levels or equivalent):

Do you require any reasonable adjustments to be made to any part of our recruitment and assessment process to make it more accessible for you?

Yes

No

Any other information that you feel would be useful to us:

Equality and Diversity

At Clarion we recognise that diversity make us a better business and strive to create an inclusive environment where everyone is confident that their uniqueness is embraced without fear or judgement.

We need your help and cooperation to monitor the effectiveness of our equal opportunities policy. The information provided below will stay confidential, will not be available to those shortlisting candidates, and will be stored securely and visible only to our People team.

1 Which age category are you in?						
16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-54 <input type="checkbox"/>	55-64 <input type="checkbox"/>	65+ <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
2 What is your sex?						
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other preferred description <input type="checkbox"/>			Prefer not to say <input type="checkbox"/>	
3 Is the gender you identify with the same as your sex registered at birth?						
Yes <input type="checkbox"/>		No <input type="checkbox"/>		Prefer not to say <input type="checkbox"/>		
4 What is your ethnic group?						
<i>Asian/Asian British</i>			<i>Black/Black British</i>			
Bangladeshi	<input type="checkbox"/>	Africa	<input type="checkbox"/>			
Chinese	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>			
Indian	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>			
Pakistani	<input type="checkbox"/>					
Any other Asian background	<input type="checkbox"/>					
<i>Mixed/Multiple ethnic group</i>			<i>White</i>			
White and Asian	<input type="checkbox"/>	British/English/Welsh/Northern Irish/Scottish	<input type="checkbox"/>			
White and Black African	<input type="checkbox"/>	Irish	<input type="checkbox"/>			
White and Black Caribbean	<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>			
Any other/multiple ethnic background	<input type="checkbox"/>	Roma	<input type="checkbox"/>			
		Any other White background	<input type="checkbox"/>			

Other ethnic group				
Arab	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	
Any other ethnic group	<input type="checkbox"/>			
5 What is your religion or belief?				
No religion or belief <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	
Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Any other religion or belief <input type="checkbox"/>
6 What is your sexual orientation?				
Bi <input type="checkbox"/>	Gay/Lesbian <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other preferred description <input type="checkbox"/>
7 Which type of school did you attend for the most time between the ages of 11 and 16? If you changed schools, please base your answer on the last two years of your education.				
State-run or state-funded school (selective on academic, faith or other grounds)				<input type="checkbox"/>
State-run or state-funded school (non-selective)				<input type="checkbox"/>
Independent/fee-paying school				<input type="checkbox"/>
Independent/fee-paying where I received a bursary covering 90% or more of my tuition				<input type="checkbox"/>
Attended school outside the UK <input type="checkbox"/>	Don't know/not sure <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		
8 Did either of your parents attend university and gain a degree (eg BA/BSc or equivalent) by the time you were 18?				
No, neither of my parents attended university				<input type="checkbox"/>
Yes, one or both of my parents attended university				<input type="checkbox"/>
Don't know/not sure <input type="checkbox"/>	<input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		
9 What was the occupation of your main household earner when you were about 14?				
Modern professional and traditional professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.				<input type="checkbox"/>

Senior, middle, or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.	<input type="checkbox"/>			
Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.	<input type="checkbox"/>			
Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.	<input type="checkbox"/>			
Routine, semi-routine, manual, and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.	<input type="checkbox"/>			
Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.	<input type="checkbox"/>			
Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year).	<input type="checkbox"/>			
Other such as: retired / this question does not apply to me / I don't know	<input type="checkbox"/>			
Prefer not to say	<input type="checkbox"/>			
10 Were you eligible for free school meals at any point during your school years?				
Yes	<input type="checkbox"/> No <input type="checkbox"/>			
Not applicable (finished school before 1980 or went to school overseas)				
Don't know	<input type="checkbox"/> Prefer not to say <input type="checkbox"/>			
11 Are you a primary carer for a child or children under 18?				
Yes	<input type="checkbox"/> No <input type="checkbox"/>			
Prefer not to say	<input type="checkbox"/>			
12 Do you look after or care for someone with long term physical or mental ill health caused by a disability or age (not in a paid capacity)?				
No <input type="checkbox"/>	Yes, 1-19 hours a week <input type="checkbox"/>	Yes, 20-49 hours a week <input type="checkbox"/>	Yes, 50 or more hours a week <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
13 Do you consider yourself to have a disability according to the definition in the Equality Act 2010?				
<i>The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities.</i>				
<i>If you have a condition which fits the Equality Act definition, please tick 'Yes' even if you are not limited by your condition.</i>				

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
14 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?			
Yes, limited a lot <input type="checkbox"/>	Yes, limited a little <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
15 Are there any reasonable adjustments you need to make us aware of?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
If yes, please provide details here:			
16 If you have any allergies or other medical conditions that you would like to disclose, e.g. Asthma, Diabetes, please list here:			
17 Any other information that you feel would be useful to us:			

Thank you for taking the time to complete the application form. We will be in touch after the closing date to let you know if you have been successful in securing an interview.

