**Post Applied For:**

*Please type or complete this form legibly in block letters and black pen. Please address each criterion in the person specification, in conjunction with the job description.*

**Candidates will be shortlisted solely based on the information contained in this application form – CVs or any other form of information will be disregarded.**

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| **1. PERSONAL DETAILS** | | | |
| **First name(s)** |  | **Surname** |  |
| **Address** |  | | |
| **Mobile phone no:** |  | **Home phone no:** |  |
| **Email:** |  | | |

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| **2. EDUCATION** | | |
| Include all relevant courses and qualifications, including professional development training relevant to the role. | | |
| **School / University** | **From – To** | **Course studied and examinations passed** |
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| **3. EMPLOYMENT** | | |
| Please give details of all your work experience, with present or most recent employer first. Please also state the reason for leaving previous employment. | | |
| **Employer**  **name and address** | **From – To** | **Position and main responsibilities** |
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| **4. OTHER RELEVANT EXPERIENCE** | | |
| e.g. Voluntary work, campaigning, trade union work, involvement in community or advocacy groups etc. | | |
| **Organisation** | **From – To** | **What you did** |
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| **5. IT SKILLS** | | | |
| **Can you type?** |  | **Typing speed (wpm)** |  |
| **Which word processing software have you used?**  **(eg. *Microsoft Word*)** Please specify what level of experience you have attained, and any qualifications gained. |  | | |
| **What other software are you familiar with?**  Please specify what level of experience you have attained, and any qualifications gained. |  | | |

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| **6. FURTHER INFORMATION** |
| Please describe the experience you have which is relevant to the job, and how the skills and abilities you have will enable you to carry out the duties of the post. Please refer carefully to the person specification and show how you meet each of the requirements. Please limit this to 2 sides of A4. |
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| **7. LANGUAGES** | |
| **If you speak any language other than English, please specify:** | |
| **(a) which language(s)** |  |
| **(b) your fluency in the spoken language** |  |
| **(c) your ability to read and write the language** |  |

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| **8. NOTICE** | |
| **When could you start if offered the post?** |  |

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| **9. REFERENCES** | | | |
| Please give the name and contact details of two referees, at least one of whom should be your last or most recent employer if possible. We will take up references after interview but prior to appointment. | | | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |
| **Position held** |  | **Position held** |  |
| **Relationship to you** |  | **Relationship to you** |  |

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| **10. DECLARATION** | | | |
| I confirm the information I have supplied above is, to the best of my knowledge, true and accurate. I understand that deliberate misrepresentation or omission of factual information may lead to dismissal/legal action.  I give my consent for the information contained in this form to be processed in accordance with the policies of South West London Law Centres for the purposes of recruitment and employment. I understand that if I am appointed, this application form will form part of my personal file, and that if I am not appointed it will be stored for up to a year and then destroyed.  If appointed, I am prepared to accept the conditions set out in the job description and contract. | | | |
| **Signed** |  | **Dated** |  |

**Equalities Monitoring Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Information in this form is anonymous and treated confidentially and will be kept separate from your application form. It is collected so that the Law Centre and its funders can monitor how well we are meeting the needs of clients from all sections of the community. Thank you for taking the time to complete this and returning it to the Law Centre.* | | | | |
| **Date:** |  | | | |
| **Ethnic Background** | | **✓** | **Deaf and Disabled** | **✓** |
| Asian – Bangladeshi – ABa | |  | Blind or Visual Impairment - B |  |
| Asian – British - ABr | |  | Deaf or Hearing Impairment – D/H |  |
| Asian – Indian - AI | |  | Dyslexia - DY |  |
| Asian – Pakistani - AP | |  | Mental health - MH |  |
| Asian – Other - AO | |  | Mobility - Mb |  |
| Black – African - BA | |  | Physical disability - PD |  |
| Black – British - BBr | |  | Other disability - OD |  |
| Black – Caribbean - BC | |  | Prefer not to say - PNK |  |
| Black – Other - BO | |  | **Sexuality** | **✓** |
| Chinese - C | |  | Bisexual - Bi |  |
| Latin American - LA | |  | Gay Man - Gay |  |
| Middle Eastern - ME | |  | Heterosexual - Ht |  |
| White – British - WBr | |  | Lesbian - Lb |  |
| White – Irish – WI | |  | Other - O |  |
| White – European - WE | |  | Prefer not to say - PNK |  |
| White – Other - WO | |  |  |  |
| Other - O | |  | Age Group | **✓** |
| Mixed Ethnicity - ME | |  | Under 16 - A |  |
| Prefer not to say - PNK | |  | 16-17 - B |  |
| **Religion/Belief** | | **✓** | 18-24 - C |  |
| Agnostic - Ag | |  | 25-34 - D |  |
| Atheist - Ath | |  | 35-44 - E |  |
| Baha’i - Ba | |  | 45-54 - F |  |
| Buddhist - Bu | |  | 55-64 - G |  |
| Christian – C | |  | 65+ - H |  |
| Hindu - Hi | |  | Prefer not to say |  |
| Humanist - Hu | |  | **Gender/Identity** | **✓** |
| Jain - Ja | |  | Female - F |  |
| Jewish - Je | |  | Male - M |  |
| Muslim - M | |  | Transgender - Tg |  |
| Rastafarian - R | |  | Other - O |  |
| Sikh - S | |  | Prefer not to say = PNK |  |
| Zoroastrian- Z | |  |  |  |
| None – N/A | |  |  |  |
| Other - O | |  |  |  |
| Prefer not to say - PNK | |  |  |  |
| **Employment Status** | | **✓** |  |  |
| Client - C | |  |  |  |
| Staff - S | |  |  |  |
| Volunteer - V | |  |  |  |
| Management Committee - MC | |  |  |  |
| Job Applicant - JA | |  |  |  |
|  | |  |  |  |