

# Law Centre (NI) application form



Law Centre (NI)

Please return this form to:

Chairperson  
(PA/S 01/10)  
Law Centre (NI)  
124 Donegall Street  
Belfast BT1 2GY

Please complete this form **legibly** and return it on or before the closing date specified in the advertisement.  
Applications received after 5.00pm on the closing date will not be considered.

All information provided shall be treated as strictly confidential.

## 1. Position applied for: **POLICY ASSISTANT / SECRETARY** [Ref PA/S 01/10] 21 hours per week, based in Belfast

## 2. Personal Details

Mr/Mrs/Miss/Ms:

Address:

Surname:

Forenames:

Telephone Number:

## 3. Education - Full-Time and Part-Time

Dates From/To	Specify Schools/College University (After age 11)	Subjects Taken	Exams Passed Specify Grades

**4. Training** (please itemise any relevant training undertaken)

Course Title	Provider	P/T - F/T	Duration	Outcome (e.g. qualification, course complete, certificate)

**5. Qualifications**

- ECDL** (date of award: \_\_\_\_\_ )
- Microsoft user specialist 2003/2007** (date of award: \_\_\_\_\_ )

Please list any other relevant qualifications:

## 6. Employment

Please give present or most recent employer and work backwards in time. Please continue on a separate sheet if necessary.

<b>Present Employment</b> From/To Month/year	Name and Address of Employer	Position held - with brief description of duties and reason for leaving
<b>Present salary scale</b>  <b>Position on the scale</b>		
<b>Previous Employment</b> From/To Month/year	Name and Address of Employer	Position held - with brief description of duties and reason for leaving









**8. Please tell us about any disabilities you may have in order for us to comply with the Disability Discrimination Act 1995. Please detail any special requirements.**

The Law Centre does not discriminate on the grounds of disability.

**9. Have you ever been convicted of a criminal offence? YES/NO**

[Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1987]

If YES, please give details of offence/s:

**10. Do you need permission to work in the UK? YES / NO**

If YES, do you have such permission? YES / NO  
[Please give details]

**11. When would you be available if offered this post?**

I certify that all the information I have given is accurate. I understand that any false information may result in any job offer being withdrawn or in termination of employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 12. Referees

Names and addresses of TWO referees. One of your references should be from an employer / someone who is familiar with your work. A reference will only be sought from short-listed candidates.

### Employer's Reference:

Name:

Position:

Address:

### Other Reference:

Name:

Position:

Address:

If you do not want us to contact your employment referee prior to interview, indicate by placing a tick in the box



Law Centre (NI)

124 Donegall Street  
Belfast BT1 2GY  
Tel 028 9024 4401  
Fax 028 9023 6340

# Employee Monitoring Questionnaire

## 3rd Principal Method Equality of Opportunity

We are striving to become an Equal Opportunities employer. We do not discriminate on the grounds of race, disability, religious belief, political opinion, gender, marital or family status or sexual orientation. We practise equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment, we need to monitor the community and ethnic background of our employees as required by Equal Opportunities legislation.

### Religious Background

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community and ethnic background by ticking the appropriate box below:

- I am a member of the Protestant community
- I am a member of the Roman Catholic community
- I am a member of neither the Protestant nor Roman Catholic community

### Ethnic Background

Please tick the appropriate box:

- |                 |                          |             |                          |                |                          |
|-----------------|--------------------------|-------------|--------------------------|----------------|--------------------------|
| Black African   | <input type="checkbox"/> | Indian      | <input type="checkbox"/> | White European | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Pakistani   | <input type="checkbox"/> | Chinese        | <input type="checkbox"/> |
| Black Other     | <input type="text"/>     | Bangladeshi | <input type="checkbox"/> | Other          | <input type="text"/>     |

### Disability

If you consider yourself disabled please tick the following box:

### Gender

Finally, could you please indicate whether you are: Female  Male

**Note:** It is a criminal offence under the legislation for a person to: "give false information in connection...with the preparation of a monitoring form".