



Application Form

Please answer ALL questions. Incomplete forms or CVs will not be accepted.

Completed applications should be submitted by Monday 15 May at 4pm to humanresources@lawcentreni.org. **Applications received after this time will not be accepted.** It is anticipated that interviews will be held Tuesday 23 May or Friday 26 May.

All information provided shall be treated as strictly confidential.

Immigration Advice Apprenticeship Coordinator Ref: IAC-05-23

1. Personal Details		
Surname:		Address:
Forenames:		
Email:		
Telephone:		

2. Education: full-time and part-time (E1)			
*Evidence of qualifications will be required from the successful candidate.			
Dates from/to (post-16)	Exams passed	Subjects taken (specify grades)	Awarding body

3. Training (Use a continuation sheet if necessary)			
Course Title	Provider	PT / FT	Outcome

4. Employment

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

Present employment From/to (month/year)	Name and address of employer	Position held (Give brief description of duties and reason for leaving)
Present earnings including, where appropriate, salary scale		
Position on scale		

Previous Employment

Previous employment From/to (month/year)	Name and address of employer	Position held (Give brief description of duties and reason for leaving)

5. Please state briefly what attracts you to the post.

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6a. Please summarise your suitability for this post giving examples that demonstrate how you meet the relevant criteria. Please specify relevant dates in each case.

Please note that words in excess of the limit will be disregarded.

1. Please provide details of your experience as per the specifications E2 – E4. (500 word limit)

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2. Please provide details in relation to your abilities and skills as per the specifications E5-E7. (500 word limit)

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3. Please provide details in relation to your commitment as per the specifications E8 – E10. (200 word limit)

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6b. Please summarise how you meet the desirable criteria for this post, giving examples that demonstrate how you meet the criteria and specifying relevant dates in each case.

4. Please provide details in relation to specifications D1-D5. (500 word limit)

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7a. Are you prepared to travel if required (E11)?

	Yes		No	
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7b. Do you have a current UK driving licence with access to a car? (D6) (this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)

	Yes		No	
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7c. Are you willing to work occasionally out of normal hours (E12)?

	Yes		No	
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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 request for reasonable adjustments in relation to the application process or interview arrangements.

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9. Do you have permission to work in the UK?

*The successful candidate will be required to provide appropriate documentation.

	Yes		No	
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10. Have you ever been convicted of a criminal offence?

Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.

	Yes		No	
If YES, please give details of offence(s):				

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

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12. Please indicate where you heard about this post.

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13. Referees

Please provide names and addresses of two referees. One of your references should be from your current or recent employer. A reference will only be sought from shortlisted candidates.

Name (Employer):	Name (Other):
Position:	Position:
Email:	Email:
Address:	Address:
Telephone:	Telephone:
If you do not want us to contact your employment referee prior to interview, indicate by inserting a 'X' in the box to the right.	

14. Signature

Signed:	Date:

Law Centre NI is committed to the protection and safeguarding of all personal data in accordance with General Data Protection Regulation. The information obtained from this form will be held for the purposes of assessing your suitability for the post. Your data will not be shared with any third parties. For more information on how we process your data please refer to the privacy notice on www.lawcentreni.org. If you are happy for us to retain this data, please indicate below.

	I confirm that I have read the privacy notice and consent to LCNI holding and processing my personal data for the purposes indicated.
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To complete your application, please make sure you fill in and return the separate monitoring questionnaire.