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Candidate number:

**Job Application Form**

THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING

To be completed in conjunction with the guide notes.

Once completed e-mail the form to sharon.challands@derbyshirelawcentre.org.uk

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| **The post**  |
| Post Title: **Administrator (Caseworker Support)** |  Closure Date: Monday 19th July @ 9:30am |
| **Personal Details**  |
| Surname / Family Name:  | First name (s):  |
| Address:  | Day time contact number:  E-mail:   Which is your preferred method of ontact.  |
| Postcode:  |
| **Criminal Convictions**  |
| Do you have any criminal convictions other than those which are spent under the terms of the Rehabilitation of Offenders Act 1974? Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

|  |  |  |
| --- | --- | --- |
|   |  No  |   |

Yes You may be asked to give details if short listed for this post  |
| **Declaration**  |
| I declare that the information contained within this application form, to the best of my knowledge is accurate and true.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Derbyshire Law Centre strives to be an equal opportunities employer. In order to ensure that our equal opportunities policy is effective, we ask job applicants to supply the following details and to return this form with their application. On receipt we will separate the form from your application and the information will not been seen by the recruitment panel.**Please tick the appropriate boxes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you |  |  |  |  |  |
|  | Female |  | Male |  |  |
|  |  |  |  |  |  |

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| Do you consider yourself to have a physical or mental or sensory impairment that disables you in society? |
|  | Yes  |  | No |  |  |
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| I would describe my racial / cultural origin as |
| **White** | **Mixed** | **Asian or Asian British** | **Black or Black British** |
| British

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|  |

 | White & Black Caribbean

|  |
| --- |
|  |

 | Indian

|  |
| --- |
|  |

 | Caribbean

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 |
| Irish

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 | White & Black African

|  |
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|  |

 | Pakistani

|  |
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|  |

 | African

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 |
| Other European

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|  |

 | White & Asian

|  |
| --- |
|  |

 | Bangladeshi

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 | Any other black background – please specify

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| --- |
|  |

 |
| Other white background – please specify

|  |
| --- |
|  |

 | Other mixed background – please specify

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| --- |
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 | Other Asian background – please specify

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| **Prefer not to state my racial / cultural origin**

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| --- | --- | --- | --- |
| **Other Ethnic Origin** |  | **Religion** |  |
| Chinese

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 | Buddhist

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 | Sikh

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| Gypsy

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 | Christian

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 | None

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 |
| Traveller

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 | Hindu

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 | Prefer not to say

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| Other background – please specify

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| --- |
|  |

 | Jewish

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|  |

 | Other religion – please specify

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| Muslim

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 Office use only Date received: Short Listed—Yes / No

Candidate number

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| **Specific Requirements** (optional, only complete if you wish to) |
| Do you have any specific requirement(s) that need to be addressed before or during the interview? If yes, please tell us what these are.   |
| **Local Authority Policy**  |
| The Law Centre has a policy which does not allow an employee to be a member of a local authority covering any area which falls within the catchment area of the Law Centre. Please sign below to indicate that you are aware of this policy and, should you be a member of one of these local authorities, you would be willing to resign from this position before accepting a post within the Law Centre.   Yes No  |
| **References**  |
| Please provide details of two people willing to provide you a reference. One of them should be your current or most recent employer, and /or volunteering placement.  **NOTE** - References are only requested for the successful applicant(s)  |
| **Current / most recent employer** Name:  Address:  Tel: Email:  | **Second referee** Name: Address: Tel: Email:  |
|  |  |  |
| **Details of most recent relevant employment** (paid or unpaid) |
| Employers Name:  Address:  | Job title:  |
| Date appointed:  |
| Length of notice required or date left:  |
| Outline of duties: |
| **Previous relevant employment** (most recent first—paid or unpaid)  |
| Job title and employer details | Dates employed and brief description of main duties  |

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| **Education**  |
| Please give details of any formal education, part-time and informal courses, which are **relevant** to the post, giving the most recent first.  |
| **School**  | **Study Dates**  |  **Qualification and Grade**  | **Date obtained**  |
|   |   |   |   |
| **College/University**  | **Study Dates**  |  **Qualification and Grade**  | **Date obtained**  |
|   |   |   |   |
| **Ongoing Professional Development**  | **Study Dates**  | **Qualification and Grade**  | **Date obtained**  |
|   |   |   |   |
| **Relevant** T**raining and development**  |
|  Course Title and Date Course details and Outcome  |
| **Current Membership of any Professional Body/Organisation**  |
| Please give details:  |

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| **Further information in support of your application**  |
| Please use this section to demonstrate your experience, knowledge and skills that are **relevant** to this job. It will help you to refer to the job description and personnel specification. Remember to include experience from any community and voluntary work.  **Do not** include a CV as this we will not be considered.  If you require more space, please attach no more than 1 additional sheet.  |
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