

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 hayley.lawes@derbyshirelawcentre.org.uk

The post	
Post Title: Paralegal	Closure Date: 13th November 2026
Personal Details	
Surname / Family Name:	First name (s):
Address:	Day time contact number:
	E-mail:
Postcode:	Which is your preferred method of contact.
Criminal Convictions	
<p>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.</p> <p>Yes ☐ No ☐</p> <p>You may be asked to give details if short listed for this post</p>	
Declaration	
<p>I declare that the information contained within this application form, to the best of my knowledge is accurate and true.</p> <p>Signed: _____ Date: _____</p>	

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.

Signed: _____

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)		Candidate no.
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	

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 Training and development

Course title, date and outcome

Current Membership of any Professional Body/Organisation

Please give details:

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 will not be considered.

If you require more space, please attach no more than 1 additional sheet.