

# Application form



Please answer ALL questions. **Incomplete forms will not be accepted. Please note that CVs will not be accepted.** Completed applications should be submitted by **16.00 on Monday 1 November 2021** to [humanresources@lawcentreni.org](mailto:humanresources@lawcentreni.org). **APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.** It is anticipated that interviews will be held w/c 15 November 2021.

**All information provided shall be treated as strictly confidential.**

## 1. Post

Director of Innovation & Engagement	Ref: DI&E -10-21
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## 2. Personal details

Surnames:	<input type="text"/>	Address:	<input type="text"/>
Forenames:	<input type="text"/>		
Email:	<input type="text"/>		
Telephone:	<input type="text"/>		

## 3. Education: full-time and part-time (E1)

Dates: From/to (post-16)	Exams passed	Subjects taken (specify grades)	Awarding body
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\*Evidence of qualifications will be required from the successful candidate


**4. Training** [use a continuation sheet if necessary]

Course title	Provider	PT / FT	Dates	Outcome

**5. Employment**

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

<b>Present employment</b>	<b>Name and address of employer</b>	<b>Position held</b>
<b>From / to (month / year)</b>		<b>(give brief description of duties and reason for leaving)</b>

<b>Present earnings including, where appropriate, salary scale</b>		
<b>Position on scale</b>		

<b>Previous employment</b>	<b>Name and address of employer</b>	<b>Position held</b>
<b>From / to (month / year)</b>		<b>(give brief description of duties any reason for leaving)</b>

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## 6. General

Please state briefly what attracts you to the post.

**7(a) 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.**

**(i) PLEASE PROVIDE DETAILS OF YOUR EXPERIENCE AS PER THE SPECIFICATIONS **E2 – E5** (500 WORD LIMIT)**

(ii) PLEASE PROVIDE DETAILS IN RELATION TO YOUR SKILLS & APTITUDES E6 – E10 (500 WORD LIMIT)

(iii) PLEASE PROVIDE DETAILS IN RELATION TO YOUR KNOWLEDGE E11 (200 WORD LIMIT)

(iv) PLEASE PROVIDE DETAILS IN RELATION TO YOUR COMMITMENT E12– E13 (200 WORD LIMIT)

7 (b) PLEASE SUMMARISE HOW YOU MEET THE DESIRABLE CRITERIA FOR THIS THIS POST GIVING EXAMPLES THAT DEMONSTRATE HOW YOU MEET THE RELEVANT CRITERIA, SPECIFYING RELEVANT DATES IN EACH CASE

(v) PLEASE PROVIDE DETAILS IN RELATION TO SPECIFICATIONS D1 – D8 (500 TOTAL WORD LIMIT)

8 (a) Are you prepared to travel if required (E14)? Yes  No

8 (B) Are you willing to work occasionally out of normal hours (E15)? Yes  No

9. 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.

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

10. Do you have permission to work in the UK? Yes  No

The successful candidate will be required to provide appropriate documentation.

11. 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 1978

If YES, please give details of offence/s:

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

Date:

**13. Please indicate where you heard about this post**

**14. Referees**

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 short-listed candidates.

<b>Name [Employer]:</b>	<b>Name [Other]:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address &amp; email:</b>	<b>Address &amp; email:</b>
<b>Telephone:</b>	<b>Telephone:</b>
If you do not want us to contact your employment referee prior to interview, indicate by inserting a 'X' in the box	

**15. 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](http://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.

**To complete your application, please make sure you fill in and return the separate monitoring questionnaire.**