 **Application form**

Please complete this form and return by post to: Trevor Wright, Law Centre (NI), 2nd Floor Westgate House, 2-4 Queen Street, Belfast BT1 6ED **or** by email to [trevor.wright@lawcentreni.org](mailto:trevor.wright@lawcentreni.org) **APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 12 noon on Friday 21 August 2020.** Please print or type in black ink and answer ALL questions. Please note that CVs will not be accepted.

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

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| **Legal Officer – Community Care & Capacity Law (Part Time & Fixed Term)** | **Ref: CCLO- 13-20** |

1. **Post**
2. **Personal details**

Surnames: Address:

Forenames:

Email:

Telephone:

1. **Education: full-time and part-time**

**Dates: From/to Exams passed Subjects taken Awarding body**

**(post-16) (specify grades)**

* **Evidence of qualifications will be required from the successful candidate**

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

**Course title Provider PT / FT Dates Outcome**

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1. **Employment**

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

**Present employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties and reason for leaving)**

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| **Present earnings including, where appropriate, salary scale** | |  |
| **Position on scale** | |  |

**Previous employment Name and address of employer Position held**

**From / to (month / year) (give brief description of duties any reason for leaving)**

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**6. General**

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

**7(a). Essential Criteria**

**YOU SHOULD COMPLETE THIS PART OF THE APPLICATION GIVING EXAMPLES THAT DEMONSTRATE HOW YOU MEET THE RELEVANT CRITERIA. SPECIFYING RELEVANT DATES IN EACH CASE. YOU MAY USE A CONTINUATION SHEET IF REQUIRED.**

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| **E1** **A solicitor eligible to practise in NI or able to be eligible to practise in NI by date of appointment with excellent knowledge of and with at last one years’ post-qualifying experience in community care & capacity law** |
| **E2 Experience of using the civil legal aid scheme** |
| **E3 Skilled in the representation of clients before tribunals/courts** |
| **E4 Excellent oral and written communication skills with proven ability to convey complex information in an accessible style.** |
| **E5 Good organisational skills with ability to prioritise and to work effectively to tight deadlines and under pressure.** |
| **E6** **Proficient in the use of information technology and able to be administratively self-supporting** |

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| **E7** **Ability to work independently and collaboratively in a team to achieve the organisation’s objectives.** |
| **E8** **Excellent interpersonal skills with ability to relate to people in different settings, motivate team members and share expertise and learning.** |
| **E9 Self-motivated with a passion for affecting positive change on behalf of vulnerable people**. |
| **E10** **Aptitude for responding creatively and proactively to immediate challenges** |

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| **E11** **Open to self-reflection and growth** |
| **E12** **Commitment to the aims of the Law Centre and to excellent client care** |

**7(b) Desirable criteria**

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| **D1 Demonstrated experience of producing legal information documents e.g. subject specialist bulletins/ briefings/ newsletters etc for members and other stakeholders.** |
| **D2 Demonstrated experience of representing an organisation at external meetings/events.** |
| **D3** **Experience of developing and delivering training** |
| **D4** **Experience of policy development** |

**8 (a) Are you prepared to travel if required (E13)? Yes No**

**8 (b)** **Do you have a current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)** *(***E14)**

**Yes No**

**8 (c) 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.

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| **Name [Employer]**:  **Position:**  **Address:**  **Telephone:** | **Name [Other]**:  **Position:**  **Address:**  **Telephone:** | |
| **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. 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.

**Please make sure you fill in the applicable employee monitoring questionnaire on the next pages.**

**This page will be detached as soon as the application is received and will be used for monitoring purposes only**

PRIVATE & CONFIDENTIAL

**Employee monitoring questionnaire CCLO-13-20**

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.

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. We also monitor our volunteers as a matter of good practice.

**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 marking an ‘X’ in the appropriate box:

I am a member of the Protestant community

I am a member of the Catholic community

I am a member of neither the Protestant nor Catholic community

**Ethnic Background**

Please indicate your appropriate ethnic background:

Black African Indian White European

Black Caribbean

Black Other (please specify)

Bangladeshi Pakistani Chinese

Other (please specify)

**Disability**

If you consider yourself disabled please mark an ‘X’ in the box:

**Gender**

Finally, could you please indicate whether you are: Female