 **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 **12 noon on Friday 14 August 2020** to [trevor.wright@lawcentreni.org](mailto:trevor.wright@lawcentreni.org). Applications may also be posted to Trevor Wright, Law Centre NI, 2nd Floor Westgate House, 2-4 Queen Street, Belfast BT1 6ED.

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

**Post: Head of Immigration Law (Ref: HI-10-20)**

1. **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Address: |  |
| Forenames: |  |
| Email: |  |
| Telephone: |  |

1. **Education / Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **From – to**  **(post-16)** | **Exams passed** | **Subjects taken (inc grades)** | **Awarding Body\*** |
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**\* evidence of qualifications will be required from the successful candidate**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course title** | **Provider** | **Pt/Ft** | **Dates** | **Qualification 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**

**Dates Name/Address of Employer Position/duties/reason for leaving**

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

**Previous Employment**

**Dates**

|  |  |  |
| --- | --- | --- |
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***Continue on another sheet if necessary***

**5. General**

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

**6. 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.**

|  |
| --- |
| **E1** **A solicitor admitted in NI, or solicitor admitted in England and Wales or the Republic of Ireland with at least 5 years’ post-qualifying experience specialising in providing advice on immigration law and representing clients in tribunal and/or the courts on immigration law matters, maintaining excellence in service delivery**  **OR**  **A barrister with at least 5 years’ post-qualifying experience specialising in providing advice on immigration law and representing clients in tribunal and/or the courts on immigration law matters, maintaining excellence in service delivery.** |
| **E2** **Skilled in the conduct of immigration litigation** |
| **E3** **Excellent oral and written communication skills** |
| **E4 Proficient in the use of IT such as to be administratively self-supporting** |
| **E5 Ability to plan, prioritise and lead a team to achieve results** |
| **E6** **Self-motivated with a passion for using the law to change people’s lives** |
| **E7 Aptitude for building and maintaining good interpersonal relationships and with willingness to be responsible for decisions, motivating and inspiring others to achieve goals** |
| **E8 Open to self-reflection and growth especially in leading others and willing to work co-operatively to achieve results** |
| **E9 Aptitude for identifying legal and policy issues for strategic development and opportunities for influence** |
| **E10 Aptitude for responding proactively to immediate challenges** |
| **E11 Demonstrable commitment to the aims of the Law Centre (NI)** |
| **E12 Commitment to on-going professional development** |

**7. Desirable criteria.**

**Please describe (with examples) your relevant experience that demonstrate the desirable criteria.**

|  |
| --- |
| **D1** **Experience of achieving law and policy reform.**  **D2 Experience of strategic litigation.**  **D3** **Experience of supervising legal staff and/or volunteers**  **D4** **Experience of producing training materials and delivering training**  **D5 Experience of developing innovative approaches to the delivery of legal services**  **D6 Experience of producing public legal information resources e.g. bulletins/briefing papers**  **D7 Ability to identify and lead organisational development initiatives** |

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

**(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**

**(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. Eligibility to work in the UK**

**10. Are you eligible 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**

If ‘Yes‘please give details below:

|  |
| --- |
|  |

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

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

**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 / someone who is familiar with your work. A reference will only be sought from short-listed candidates.

|  |  |  |
| --- | --- | --- |
| **Name [Employer]**:  **Position:**  **Address:**  **Telephone:**  **Email:** | **Name [Other]**:  **Position:**  **Address:**  **Telephone:**  **Email:** | |
| **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 ensure you complete all parts of this application before submitting.*



***Please make sure you fill in the 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

**HI-10-2020**

**Employee monitoring questionnaire**

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.

**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 put a **circle** around your appropriate ethnic background:

Black African Indian Chinese

Black Caribbean Bangladeshi Pakistani

Black Other (please specify) White European

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 Male