 **Application form**

Please complete this form and return by post to: Personnel, Law Centre (NI), 2nd Floor, Westgate House, 2-4 Queen Street, Belfast BT1 6ED **or** by email to admin.belfast@lawcentreni.org **Applications should be received no later than 10am on Monday 21st October 2019.**

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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| **Senior Solicitor**  | **Ref: SS-11-19** |

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

Surnames: Address:

Forenames:

Email:

Telephone:

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

 **Dates: From/to Specify ‘school’, ‘college’, Exams passed Subjects taken**

 **(after age 16) or ‘university’ (specify grades)**

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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 Name and address of employer Position held (Brief description**

**employment of duties & reason for**

**From / to leaving)**

**(month / year)**

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

**Present Name and address of employer Position held (Brief description**

**employment of duties & reason for**

**From / to leaving)**

**(month / year)**

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***Continue on separate sheet if necessary***

**6. General**

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

**7. Qualification / Experience / knowledge/ Skills / Aptitudes**

**Please complete this part of the application to demonstrate how you meet listed criteria. Please complete as comprehensively as possible, specifying relevant dates in each case. You may use a continuation sheet if required.**

**7(a) Essential**

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| **E1** Qualified solicitor eligible to practise in NI or able to be eligible to practise in NI by date of appointmentand eligible to supervise apprentices. **E2** Experience of litigation that achieved broader law and social change.**E3** Experience of leading and developing legal services in a legal practice or legal advice centre that achieved successful outcomes. |

**7 (a) (continued)**

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| **E4** Experience of developing and managing positive, collaborative relationships that achieved successful outcomes.**E5** Demonstrable leadership skills, including creative problem solving ability. **E6**  Excellent interpersonal skills with proven ability to effectively negotiate and influence others to achieve successful outcomes. |

7 **(a) continued**

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| **E7** Client focused with excellent customer service skills **E8** Ability to effectively manage time and resources, prioritising and working effectively to tight deadlines and under pressure with ability to be administratively self-supporting.**E9** Commitment to the aims and values of the Law Centre NI. |

**7 (a) continued**

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| **E10** Commitment to on-going professional development.**E11** Willingness to travel throughout Northern Ireland as required.**E12** Available for occasional out of hours work in accordance with the requirements of the post. |

**7(b) continued: Desirable criteria.**

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| **D1** At least five years’ relevant experience including representation in one or more of existing areas of Law Centre legal practice. **D2** Management qualification.**D3** Experience of managing and leading legal professionals to achieve targets. |

**7 (b) continued**

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| **D4** Experience of managing compliance with regulatory and quality requirements as they relate to legal and advice services.**D5** Experience of working as part of a management team.**D6** Experience of identifying funding proposals and preparing funding applications.**D7** Experience of project management and evaluation. |

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

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

 **Yes No**

**8 (c) Are you willing to work occasionally out of normal hours?**

 **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**

Are you eligible to work in the UK? YES NO

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

If no, please give details:

**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. Referees**

Names and addresses of **two** referees. One of your references should be from an employer / someone who is familiar with your work. 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** |  |

**14. 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 have completed this application in full before submission.*



 **Law Centre®**

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

**PRIVATE & CONFIDENTIAL**

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

**Employee monitoring questionnaire**

**SS-11-19/**

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 put a circle around 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 Male