

**JOB APPLICATION FORM**

Please complete this form as fully as possible. This will be the only information we will use when deciding the shortlist of candidates for interview. **Please complete all sections.** The form should be completed clearly in black ink, or preferably typed. If you find that you have insufficient space to complete any sections in the space provided, please continue on a separate sheet of paper.

Please note that the short-listing panel do not receive any of the information contained in sections 1 to 5 of this form until after a shortlist has been finalised.

On completion of this form, please return it by email to [recruitment@islingtonlaw.org.uk](mailto:recruitment@islingtonlaw.org.uk)

The closing date is Monday 23 October 2023 at 5pm**.**

**APPLICATION FOR APPOINTMENT AS:**

**IMMIGRATION SUPERVISING SOLICITOR/CASEWORKER**

**SECTION 1: Personal Details**

Surname: ­­­­­­­­

First Names:

Home Address:

Telephone number home:

Telephone number work: May we contact you there? Y / N

Email address:

(Please provide only if we are able to use this address in connection with your application)**SECTION 2: References**

Please give below the names and addresses of two referees who will be able to provide references relating to your suitability for the post. One **must** be your present or most recent employer. Your referees will not be approached before a conditional offer is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Referee** | |  | **Second Referee** | |
| Name: | |  | Name: | |
| Position held: | |  | Position held: | |
| Address: | |  | Address: | |
|  | |  |  | |
|  | |  |  | |
| Tel: | |  | Tel: | |
| Email: | |  | Email: | |
| Present/most recent employer? |  |  | Present/most recent employer? |  |
| If no what is the relationship? |  |  | If no what is the relationship? |  |

**SECTION 3: Notice**

If applicable, what period of notice are you required to give?

**SECTION 4: General**

Are you related to any member of the staff or Board Member of Islington Law Centre?

Yes | No If Yes, please give details

Do you hold any criminal convictions?

Yes | No If Yes, please list all offences with dates:

Do you have a disability and/or a medical condition that means that you have particular access needs which you would like us to take into consideration?

Yes | No If Yes, please give details

**SECTION 5: Declaration**

I declare that all the information given on this form is correct to the best of my knowledge.

Signature Date

**SECTION 6: Education and Training**

Please list any education and/or training (including short courses) that you have undertaken and which you think is relevant to your application.

|  |  |  |
| --- | --- | --- |
| **Dates**  **From – to** | **School/College/Other** | **Course/Qualification**  (Including yet to be completed if appropriate) |
|  |  |  |

**SECTION 7: Relevant work and life experiences**

This would include your current and previous employment, school placements, voluntary work and life experiences.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employment/voluntary work, etc.** | **Hours** |
| **From - to** |  | **Per week and salary** |
|  |  |  |

**SECTION 8: Further Information**

On this section of the application form please make your case for being offered an interview. Please continue on other sheets if necessary providing no more than 4 additional A4 pages.

**Please refer to the skills and experience required that are detailed in the *person specification* for the post and, point by point, provide evidence that you possess them by giving specific examples.**