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| **POSITION APPLIED FOR:** | **Legal Assistant** |

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| **Ref:**  PILC/4/2024 | **A picture containing text, clipart, tableware  Description automatically generated** |
| **APPLICATION FOR EMPLOYMENT**  *If you would prefer to receive this form in an alternative format please contact us* | |

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| 1. **PERSONAL INFORMATION** | | | | |
| First name(s) |  | Surname | |  |
|  |  |  | |  |
| Address |  | | | |
|  |  | | | |
| Postcode |  |  | |  |
|  | | | | |
| Contact telephone |  | Alternative number | |  |
| Email |  | | | |
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| 1. **EDUCATION AND QUALIFICATIONS** | | | | |
| Dates | Name and location of secondary / further / higher education institutions | | Exams passed / qualifications obtained | |
|  |  | |  | |
| 1. **PROFESSIONAL QUALIFICATIONS AND TRAINING** | | | | |
| Dates | Type of training course and name / location of provider | | Qualification obtained | |
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| 1. **EMPLOYMENT HISTORY** | | | | |
| Dates | Name and address of employer | | Job title, main duties, present / final salary and reasons for leaving | |
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| 1. **PERSONAL STATEMENT** | | | | |
| **Please explain how your work experience (both paid and unpaid), skills and abilities help you to meet the selection criteria set out in the person specification for this post.**  A decision on whether to interview you will be based on your ability to provide evidence here of your suitability for the post in relation to the person specification criteria. A final decision on who to select for the post will be based on this form as well as on your interview and on your references.  Therefore, you should use this section of the application form to demonstrate how you meet the different selection criteria. This includes explaining the nature and scope of any relevant employment or voluntary work. It is important not to assume that your experience or qualifications speak for themselves. You may add **up to two additional A4 sheets** if you wish to continue your answer, but please **do not include a CV** or any other supporting documents, as these will not be considered. | | | | |
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| 1. **FURTHER INFORMATION** | | | | |
| How did you find out about this post? | |  | | |
| How long is the notice period for your present post? | |  | | |
| Do you consider yourself to be disabled? | |  | | |
| If yes, please indicate any aid(s)/adjustments required at interview or if appointed | |  | | |
| Have you any current disciplinary warnings outstanding from your current employment? | |  | | |
| If yes, please provide brief details | |  | | |
| 1. **DISCLOSURES** | | | | |
| Due to the nature of some of the duties of this post a Standard check will be requested from the Disclosure & Barring Service. If offered the position the offer will be conditional upon the satisfactory receipt of disclosure from the DBS. | | | | |
| If the role being applied for is a Solicitor, do you have any disciplinary actions on your record with the Solicitors Regulation Authority? If the answer is Yes, please provide a description of the action and any sanction. | | 🞏  🞏 | | Yes  No |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | | 🞏  🞏 | | Yes  No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected**\*** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | | 🞏  🞏 | | Yes  No |
| Do you consent to the Public Interest Law Centre applying on your behalf for a DBS certificate for this role? | | 🞏  🞏 | | Yes  No |
| **\*** The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. | | | | |
| 1. **REFERENCES** | | | | |
| Please provide the names and details of two people able to provide a reference for you. **One should be your current or most recent employer.** | | | | |
| **Referee 1** | | | | |
| Full Name |  | | | |
| Organisation |  | | | |
| Telephone |  | Email | |  |
| Connection with you |  | | | |
|  | | | | |
| **Referee 2** | | | | |
| Full Name |  | | | |
| Organisation |  | | | |
| Telephone |  | Email | |  |
| Connection with you |  | | | |
| 1. **DECLARATION** | | | | |
| In accordance with the Data Protection Act 2018 I give my consent for the information contained in this form, including any defined as ‘sensitive personal data’, to be processed in accordance with Public Interest Law Centre’s recruitment and employment policies. I understand that if I am appointed, this application form will form part of my personal file and that if I am not appointed it will be stored securely and confidentially for up to a year and then destroyed.  I confirm the information I have supplied above is, to the best of my knowledge, true and accurate. | | | | |
| Signature |  | | | |
| Date |  | | | |
|  | | | | |
| Please complete this application form (and the Equality & Diversity form enclosed / attached separately) and return them to: [jobs@pilc.org.uk](mailto:jobs@pilc.org.uk)  **Deadline: 9am, 9th July 2024.**  This form must be received by the time and date given above.  We will also disregard any CVs sent as or in support of applications.  PILC would prefer you to send your application by email  however you may send a copy by post to:  **Operations Manager, Public Interest Law Centre, 244-254 Cambridge Heath Road, London E2 9DA** | | | | |
| Public Interest Law Centre is a Charitable Incorporated Organisation  registered in England and Wales (number 1192355).  PILC is a member of the Law Centres Network | | | | |