|  |
| --- |
| LCN_CMYK.png**APPLICATION FOR EMPLOYMENT****APPLICATION FOR EMPLOYMENT** |
|  |
| **Please complete this application form and email back (in Word format)****STRICTLY CONFIDENTIAL** |
|  |
| ***VACANCY DETAILS*** *FOR LCN USE ONLY*Post Title**: Communications Officer** Closing Date: **Monday 21 February 2022, 12 noon** Application Number:  |
| EQUAL OPPORTUNITIES We are committed to the active promotion and support of equality and opportunity both in the way services are delivered and in our role as an employer.**All applications will be anonymised before being made available to the shortlisting panel.** No individual will be discriminated against on the grounds of colour, race, nationality, ethnic or national origin, disability, marital status, sexual orientation, religious belief, age, trade union or political activities.Individuals are selected and promoted on the basis of their merits and abilities for a post.All applicants who are disabled and meet the essential criterial will be offered an interview.We monitor the sex, age, ethnic origin and disabilities of job applicants to help determine if our equal opportunities policy is effective. You are asked therefore, to **please provide this information using this** [**anonymous online form**](https://forms.office.com/r/jHCxkYwpqD). This information will only be used to monitor the company’s equal opportunities policy and will be treated confidentially. |

|  |
| --- |
| ***APPLICATION DETAILS*** |
| First Name/s |  |
| Surname |  |
| Address incl. postcode |  |
| Telephone no. |  | Email address |  |

|  |
| --- |
| ***WORK PERMIT***Are you required to have a work permit? Choose an item. If yes, do you have a permit? Choose an item. |

|  |
| --- |
| LCN_CMYK.png**APPLICATION FOR EMPLOYMENT****APPLICATION FOR EMPLOYMENT** |
|  |
| ***VACANCY DETAILS*** *FOR LCN USE ONLY*Post Title**: Communications Officer** Closing Date: **Monday 21 February 2022, 12 noon**Application Number:  |
|

|  |
| --- |
| ***PRESENT / LATEST EMPLOYMENT DETAILS*** |
| Name of employer |  |
| Address of employer |  |
| Telephone no. of employer |  |
| Your job title |  |
| Date employment commenced |  |
| Date employment ceased*(If applicable)* |  |
| Reason for leaving *(Where appropriate)* |  |
| Period of notice required |  |

 |

**PLEASE COPY YOUR CV HERE (in Word format)**

|  |
| --- |
| ***SUPPORTING STATEMENT*** |
| **Using the Job Description and person specification as a guide, please explain your interest in this post and give relevant examples of your abilities and experience which will support your application.**  |

|  |  |  |
| --- | --- | --- |
|

|  |
| --- |
| REFERENCES |
| Use the space below to list referees who can comment on your suitability for this post. Students should give a senior tutor or studies supervisor.**We take up references after interviews but before making a job offer**. Please indicate at the interview if you do not want your current employer to be contacted at this stage.Your present or last employer will be asked for a reference. Previous employers may also be contacted. |

 |
|

|  |  |
| --- | --- |
| **Current or most recent employer** | **Second referee** |
| Contact name for reference |  | Contact name for reference |  |
| Organisation |  | Organisation |  |
| Address (incl. postcode) |  | Address (incl. postcode) |  |
| Telephone no. |  | Telephone no.  |  |
| Email address |  | Email address |  |

|  |  |
| --- | --- |
| I certify that the stated information on this application form and in any letter supporting my application is correct and complete, and that any misleading statements may be sufficient for cancelling any agreements made.Signature: Date: Click or tap to enter a date. | ***Please return this form (in Word format) to:***Cristina@lawcentres.org.ukLaw Centres Network |

**Thank you for your interest in the post.** |