

EALING LAW CENTRE JOB APPLICATION FORM

Please complete this form clearly. Do not send in your C.V

Post: **Immigration Caseworker**

PERSONAL DETAILS

First name(s):	Surname:
Address (1):	
Address (2):	
City:	
Postcode:	
Tel No. (Home):	Tel No. (Work):
Mobile Tel:	
Email:	

May we contact you at work? Yes ☐ No ☐ Via email? Yes ☐ No ☐

Ealing Law Centre is fully committed to compliance with the requirements of all relevant Data Protection legislation (including the General Data Protection Regulation (Regulation (EU) 2016/679)).

Any personal data submitted to the Law Centre for the purpose of this job application will be confidentially and securely stored in accordance with our data retention policy for 6 months after this position is closed [unless you have been appointed for the role]. It will be held by the Law Centre as Data Controller and will only be used for the purposes of considering and where appropriate, responding to your interest in this position (and any associated purposes). It will not be disclosed to any third parties and will be securely deleted 6 months after this position is closed [unless you have been appointed for the role]. You have a right to be told what data we hold about you (though you are likely to have provided us with that data) and to have it corrected if it is wrong. You may have other rights under the data protection legislation and you can find out more about these rights from the Information Commissioner's Office at www.ico.org.uk

If you want any more information about how we use and share your personal data you can read our Privacy Notice on our website at <http://ealinglawcentre.org.uk/privacy-notice/>. We are also happy to provide you with a paper copy of our Privacy Notice.

Chronological order with dates

Please give details of any other qualifications or training which you consider appropriate to your application for this post (with dates)

Present or most recent employer name and address	Dates (month/year)		Position held and nature of duties	Reason for wishing to leave or having left
	From	To		

Current Salary:			Notice Period:	
PREVIOUS EMPLOYMENT (please account for any periods when not working and both paid and unpaid employment)				
Employer and location	Dates (month/year)		Position held and nature of duties	Reason for leaving
	From	To		

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STATEMENT IN SUPPORT OF APPLICATION

Please set out below your relevant experience and how you meet each requirement of the person specification. You should deal with each of the person specification requirements in turn. If necessary, please use the Continuation Sheet(s) at the end of this form.

REASONS FOR APPLYING

Please state your reasons for wishing to work in this post at the Law Centre

ADDITIONAL INFORMATION

Please mention here any further information you would like us to know which you think is relevant to this application

Where did you see this post advertised?

REFERENCES

Please give details of two people who will be able to provide references relating to your suitability for the post, one of whom should be your present or most recent employer. Referees will not be contacted unless we are considering offering you the job. **No appointment will be confirmed until satisfactory references have been received.**

<i>Referee 1</i> (Present or most recent employer) Name:	<i>Referee 2</i> Name:
Occupation :	Occupation:
Address:	Address:
Postcode:	Postcode:
Tel no:	Tell no:
Email:	Email:

DECLARATION

I declare that to the best of my knowledge all the information given above and in additional enclosures is correct. I understand that any inaccurate statement or omissions may disqualify me from consideration or, in the event of my appointment, may make me liable to disciplinary action, including dismissal.

Signature _____ Date _____
(type name if emailing form)

Closing Date for return of application

Please return the completed form by Monday 27th January 2025 by email to hr@ealinglaw.org.uk or by post to Head of Operations at Ealing Law Centre, Hanwell Community Library, Cherington Road, London W7 3HL

Applicants are invited to apply at the earliest opportunity. Ealing Law Centre will close this call for applications if we receive a large number of applications or a suitable candidate applies.

DISABILITY MONITORING FORM

The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment, which has a substantial and long-term adverse effect of at least one year on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled as defined in the Equality Act 2010?

Yes

No

If yes, please provide a brief description of your disability.

Do you feel that there are any adjustments that might be required or other measures that we might need to take to accommodate or take account of your disability?

Please note: if you provide any false declaration of disability to obtain an interview, Ealing Law Centre may withdraw any offer of employment or, if already appointed, may terminate your employment.

SAFEGUARDING CHECKS

During the course of your work at our offices and the Library you are likely to come into contact with children and vulnerable adults. As part of our safeguarding responsibilities we need to ask some personal questions about your background.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Do you have any unspent criminal convictions?

Yes

No

If Yes, please give details:

Have you ever been barred from working with children or vulnerable adults by the Disclosure and Barring Service (DBS)?

If yes, please give details:

CONTINUATION SHEETS



We are committed to the achievement of Equal Opportunities for all within our employment policies and procedures. We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, religion, age, gender or sexual orientation.

Any information given will be treated in the strictest confidence and held separately from your personal records. It will be used for statistical monitoring purposes only and has no impact on your application or subsequent employment.

Please tell us about the position you have applied for:				
Position applied for				
Employee status of the position you have applied for	Full Time	Part Time	Permanent	Temporary
Please tell us how you found out about the post:				
Publication (please state which one)				
Internet (please state which site or search engine)				
Other (please specify)				

Please tell us about yourself:

I would describe myself as the following (please indicate one):

Gender

Male ☐ Female ☐ Intersex ☐

Non-Binary ☐ Prefer not to say ☐

If you prefer to use your own words please specify:

Age group	16-24	25-29	35-39	40-44	45-49
	50-54	55-69	60-64	65+	Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. **I would describe my ethnicity as being the following (please indicate one):** Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian

☐ Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Disability

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

The Equality Act 2010 states that a person (P) has a disability if— (a) P has a physical or mental impairment, and (b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.

Is there anything we need to know about your disability in order to offer you a fair selection process? (Please indicate):

Yes ☐ No ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? **Please write in here:**

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐
Prefer not to say ☐

If you prefer to use your own term, please specify here

Answering this question will help us to monitor our recruitment practices and recognise the diversity needs of our people. However we understand that how people define their sexual and /or gender orientation is a personal choice and understand if you prefer not to respond to this question.

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐

Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐

Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

If you have answered yes, please give details:

Thank you for completing this form.

Please either print this form off to complete it by hand to post it or email it along with your covering letter and application form.

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Homelessness Immigration Project Immigration Caseworker

£30,000 per annum - Full Time

Ealing Law Centre Background

Ealing Law Centre – ELC, opened its doors in 2013. We are a community-based legal service which promotes rights and equality of opportunity. In 2025 we will have been serving the communities in and around Ealing for over 12 years and providing access to justice for disadvantaged and vulnerable communities.

Our current areas of work are in, housing, immigration, and welfare benefits. In immigration, we have an LAA contract and we also secure grant funds to provide advice in matters which are out of scope for Legal Aid.

The Role

As part of our West London Homelessness Project with the London Councils, the main function of this role is to provide immigration advice and representation to non – UK people sleeping rough or destitute in the Northwest London sub - region. Ealing Law Centre - ELC, is a partner in a partnership led by North Kensington Law Centre -NKLC, who will be working with supporting organisations including local authorities and homelessness organisation within our region.

As part of the project, we are committed to supporting non – UK rough sleepers in or around Ealing. To that end, the postholder will engage effectively with referral organisations and travel to outreach locations as required.

Overall purpose of the post

- To assist in the provision of high-quality advice and casework under the Homelessness Project in all categories of immigration, asylum, nationality law
- To regularly travel to and from ELC offices to outreach posts when required.
- Work with vulnerable individuals who are destitute in a respectful and sympathetic manner
- To support the Law Centre in generating further income through our LAA contract, and other funding streams
- Work towards a weekly referral target and comply with all the requirements of the project.

Role and Responsibilities

The post holder will:

- Work with the Senior Immigration caseworker/Supervisor to manage a complex caseload and take on cases which break new ground.
- Undertake outreach work at various sites within our sub-region
- Work closely with NKLC project co-ordinator and other ELC team members
- Post holder will be familiar with *sections 95 and 4 Immigration and Asylum Act 1999* and *Schedule 10, paragraph 9 Immigration Act 2016* accommodation process and facilitate casework as required
- Assist with providing high quality advice, assistance and representation at all levels and up to First Tier Tribunal
- Contribute to New Matter Start take up to meet the Law Centre's contract with the Legal Aid Agency (LAA)
- Ensure files are LAA Specialist Quality Mark, and Immigration Advice Authority (IAA) compliant at all times.
- In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post other related casework.

Other responsibilities include:

- Carrying out duties to reflect and implement the equal opportunities objectives and policies of Ealing Law Centre
- Working flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks
- To participate fully in unit and staff meetings
- Being self-servicing and able to use ICT programmes
- To observe the Law Centre's Confidentiality Policy at all times
- To maintain Professional Development as required by LAA and Immigration Advice Authority (IAA)
- To attend courses on new legislation, specialist skills and the use of IT
- To maintain an up-to-date knowledge of relevant changes in law and policy
- To undertake such training as is necessary as to attain or maintain the standards required by the Law Centre
- To coordinate activities, procedures, and systems to promote common policies and practices.

Social Policy

To be alert at all times to social policy implications of issues presented by clients.
To take appropriate action to influence social policy about these issues.

Accountability

Accountable to Senior Immigration Caseworker / Supervisor

Person Specification

To be considered for this role, you must have:

1. Immigration Advice Authority (IAA) registration - Level 1 or above (formerly known as OISC Level 1 or above)
2. At least two years experience of delivering specialist immigration casework services for vulnerable groups
3. Experience of working with homeless migrants
4. An Enhanced DBS certificate issued within the last 12 months or willingness to obtain one

Experience:

- Working knowledge of immigration and asylum laws in the UK including rules relating to applications for : Leave to Remain / Enter the UK for a period of 12 months or more, with permission to work in the UK , Indefinite Leave to Remain and British Citizenship.
- A commitment to delivering face-to-face advice services to vulnerable and disadvantaged clients.
- Experience of providing casework services under Legal Aid
- Experience of liaising and negotiating with statutory and voluntary organisations.
- Sympathy, sensitivity, and understanding towards immediate issues facing the local community.
- Ability to explain the law clearly and simply to clients, and colleagues .
- Excellent IT skills, including experience of a legal case management system.

Skills and competencies

- Accuracy and attention to detail
- Experience of working under pressure and be capable of meeting deadlines.
- Good organisation skills
- Ability to stay calm and composed in demanding situations.
- Ability to take clear instructions and follow through.
- Good communication skills and personal presentation

Key Attributes

- Ability to manage caseload.
- Understanding of and commitment to the role of law centres within a local community
- Understanding of issues affecting minority groups in terms of immigration needs.
- Awareness of and commitment to equality and diversity policies.
- Patience and empathy when working with vulnerable clients.
- Flexible approach to carrying out duties outside of job description when required.
- A willingness to travel and work outside normal working hours as required

Desirable

- IAA Level 2
- Knowledge of community languages e.g. Gujarati, Hindi Punjabi and Urdu
- An aspiration to complete Law Society Immigration & Asylum Accreditation (IAAS),

Equal Opportunities:

The Law Centre is an equal opportunities organisation. We recognise that widespread discrimination exists in society towards individuals and groups both directly and indirectly. All employees are expected to adhere to and promote the Law Centre's Equal Opportunities Policy.

Specific Details:

The vacancy is a full-time permanent post. Currently, the project is funded until 31st March 2026, continuation of this project will be subject to funding availability. The postholder will also be expected to provide advice and representation under the Legal Aid Scheme.

Outreach travel for this post is essential and there may be flexibility with remote working. This post is full time – 35 hours per week, primarily working from our offices in W7. The post holder will be required to work 5 days per week during the core hours of 10-5pm.

The role requires an enhanced DBS clearance within 4 weeks of commencing employment and the post will remain dependent on the outcome. Candidates are required to make a full disclosure of previous or pending civil and criminal matters against them and of any other suitability matters relating to the role. These must be highlighted at the end of their personal statement.

Vacancy Details:

To apply for the post, please complete an application form. We do not accept CVs.

We are committed to diversity and to flexible working and welcome applications from all sections of the community and from candidates who wish to job share or work flexibly.

Closing date for applications will be **27 October 2025**. Applications received after this deadline will not be considered. Shortlisted candidates to the interview stage will be notified. If you have not been contacted within 3 weeks of the closing date, please assume your application was unsuccessful.

Interviews will be conducted in-person at our office in W7. These will be held towards the **Beginning of November 2025**. If you have any disabilities and require special arrangements for the interview process, please highlight this in your application.

The application process

We invite you to **submit an application form** and a confidential equality monitoring form by the closing date. Please note, **we do not accept covering letters or CVs.**



Applicants are invited to apply at the earliest opportunity. Ealing Law Centre will close this call for applications if we receive a large number of applications or a suitable candidate applies.



We will **acknowledge receipt** of your application.



Your application will be **assessed** by our recruitment panel. They will score your application against the job description and person specification above.



We will **contact you** to confirm whether you have been shortlisted for interview. If you have been **shortlisted**, we will confirm the date, time and location of the interview and ask about any support you might need to be able to attend. If you are not shortlisted, we will do our best to give you some **feedback**.



We will interview you to get to know you and assess in more detail how well you meet the requirements of the job description and person specification. To help you prepare, **we will tell you who will be interviewing you.**



We will **contact you** to let you know whether your application has been successful. If you are unsuccessful, we will give you **feedback** to help you improve future applications.

Contact us

If you would like to speak to someone about this vacancy, the application process or what you can expect if your application is successful, please contact us at HR@ealinglaw.org.uk