**NORTH EAST LAW CENTRE**

***The Law Centre is committed to promoting equal opportunities***

***Information on this front page will not be seen by the recruitment panel when shortlisting***

***Please return completed forms to recruitment@nelawcentre.co.uk***

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|  | **APPLICATION FORM** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Address: |  | | | | |
| Tel no: | |  | | Mobile no: |  |
| Email: | | |  | | |
| How did you find out about this post? | | |  | | |

**Referees**

***Please provide the name, address and telephone number of two referees, one of whom should be your current or most recent employer, if possible. Please state the capacity in which you are known by each referee. References from family and friends and open references are not acceptable.   
  
Please let us know if you do not want us to contact your current employer.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Referee 1:** | | | | | | | |
| Name |  | | | | | | |
| Address |  | | | | | | |
| Tel. No. |  | | | Email: |  | | |
| Relationship to you | |  | | | | | |
| **Referee 2:** | | | | | | | |
| Name |  | | | | | | |
| Address |  | | | | | | |
| Tel. No. |  | | | Email: |  | | |
| Relationship to you | |  | | | | | |
| **Period of notice:** If successful how much notice do you need to give in your current post? | | | | | |  | |
| If you were employed by North East Law Centre, would you be employed/self-employed in any other capacity? | | | | | |  | |
| If yes, please give details | | |  | | | | |
| Please give details of any spent or unspent convictions (this post is exempt from the Rehabilitation of Offenders Act due to the nature of the work involved) | | | | | | |  |
| If yes, please give details | | |  | | | | |

***Please note: Canvassing of members of the Law Centre Board of Trustees either directly or indirectly for the appointment is prohibited and shall, if the appointing committee so declare, disqualify the candidate for the appointment. The withholding, falsification or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken by the Law Centre Board of Trustees.***

To the best of my knowledge and belief, the particulars given on this form are correct and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Employment History**

***Please refer to the background information and job description carefully. If you need more space please use the reverse of the pages or additional sheets. Please note that assessment of candidates will be made on the basis of answers to the questions on the application form, and no account will be taken of CV’s.***

**Please list below your work over the last 5 years (paid and unpaid):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job 1: (paid or unpaid)** | | | | | | |
| **From** |  | **To** |  | | **Job title** |  |
| **Name & address of employer** | | | |  | | |
| **Reason for leaving** | | | |  | | |
| **Description of duties** | | | |  | | |
| **Job 2: (paid or unpaid)** | | | | | | |
| **From** |  | **To** |  | | **Job title** |  |
| **Name & address of employer** | | | |  | | |
| **Reason for leaving** | | | |  | | |
| **Description of duties** | | | |  | | |
| **Job 3: paid/unpaid** | | | | | | |
| **From** |  | **To** |  | | **Job title** |  |
| **Name & address of employer** | | | |  | | |
| **Reason for leaving** | | | |  | | |
| **Description of duties** | | | |  | | |

**Training history**

**Please give details of any relevant training you have undertaken, including any relevant short courses**

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| --- | --- |
| **Training** | **Dates** |
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**Further/Higher Education & Qualifications**

**Please list any relevant academic, professional or vocational qualification**

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| --- | --- | --- |
| **Course** | **Qualification** | **Date** |
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**Supplementary information**

*Please provide information about your skills, knowledge, experience and expertise, which demonstrates clearly how you meet the requirements of the person specification for this post giving casework examples where possible. You may continue on additional sheets if necessary.*

**Equal Opportunities Monitoring Form**

North East Law Centre wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact Rachel McPeake (rachelm@nelawcentre.co.uk).

**Gender:** Male 🗆 Female 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐ No ☐ Prefer not to say ☐

**Age** 16-24🗆 25-29🗆 30-34🗆 35-39🗆 40-44🗆 45-49🗆 50-54 🗆

55-59🗆 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. Please tick the appropriate box.

***Asian or Asian British***

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

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

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

***Mixed or Multiple ethnic groups***

White and Black Caribbean🗆 White and Black African 🗆   
White and Asian🗆 Prefer not to say 🗆   
  
Any other Mixed or Multiple ethnic background,please write in:

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆 British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other White background, please write in:

***Other ethnic group***

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

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

Yes 🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your 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 🗆 Asexual 🗆

Pansexual 🗆 Undecided 🗆 Prefer not to say 🗆

If you prefer to use your own identity, please write in:

**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:

**What is your preferred working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**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 🗆