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**APPLICATION FOR EMPLOYMENT**

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| **SUPPLEMENTARY FORM - STRICTLY CONFIDENTIAL**  **The first, second and last pages of this form will be detached before the shortlisting process is undertaken.** | | | |
|  | | | |
| ***VACANCY DETAILS*** *FOR OFFICE USE ONLY*  Post Title**: Legal Assistant**  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.  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 provide the information outlined below.  The personal information will not be made available to the shortlisting panel. This information will only be used to monitor the company’s equal opportunities policy and will be treated confidentially. | | | |
| **APPLICATION DETAILS** Are you required to have a work permit? YES/NO\* If yes do you have a permit? YES/NO\* (\*delete as applicable) | | | |
| Title |  | | |
| Surname/Family Name |  | | |
| First Name/s |  | | |
| Address |  | | |
| Daytime tel |  | Evening tel |  |
| E-mail address |  | Date of birth |  |

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| **APPLICATION FOR EMPLOYMENT** | **EQUAL OPPORTUNITIES MONITORING** |

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| **Gender** Female \* Male \* Non-binary \* Transgender \* Prefer not to say \*  If you prefer to use your own term, please specify here: ………………………………………. |
| **Age**  16-17\* 18-21\* 22-30\* 31-40\* 41-50\* 51-60\* 61-65\*65+\* Prefer not to say \* |
| **Ethnicity**  **Asian/Asian British**  Bangladeshi \* Chinese \* Indian \* Pakistani \* Prefer not to say \*  Any other Asian background, please specify here: …………………………………………………….  **Black/Black British**  African \* Caribbean \* Prefer not to say \*  Any other Black background, please specify here: ……………………………………………………..  **Mixed/Multiple Ethnic Groups**  White and Asian \* White and Black African \* White and Black Caribbean \* Prefer not to say \*  Any other Mixed background, please specify here: …………………………………………………..  **White**  English \* Welsh \* Scottish \* Northern Irish \* Irish \*  British \* Gypsy or Irish Traveller \* Prefer not to say \*  Any other White background, please specify here: ……………………………………………………  **Other Ethnic Group**  Please specify here: ……………………………………………… Prefer not to say \*  **Do not wish to declare ethnicity** \* |
| **Disability** The Disability Discrimination Act 1995 defines a disabled person as “one who has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities”.  Do you consider yourself to have a disability or health condition? Yes / No / Do not wish to declare\*  If YES please give brief details: ……………………………………………………………………………….. Do you have any specific requirements that will help you in the selection process? YES / NO\* If YES, please specify: ………………………………………………………………………………………….  *(\*delete as applicable)* |
| **Religion or belief**  No religion or belief \* Buddhist \* Christian \* Hindu \* Jewish \*  Muslim \* Sikh \* Prefer not to say \* If other religion or belief, please specify: ………………......................... |
| **Sexual orientation**  Bisexual \* Gay \* Heterosexual \* Lesbian \* Prefer not to say \*  If you prefer to use your own term, please specify: …………………………………………..….. |

**APPLICATION FORM**

**Before completing this application form, please ensure that you have read:**

* Job description
* Person specification; please address **all** the points on the specification
* Equal opportunities statement and monitoring form (attached)

**APPLICATION FOR THE POST OF:**

1. **REFERENCES**

*Please give TWO referees, one of whom should be your present or most recent employer.*

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel No: | Tel No: |
| Email: | Email: |
| Status/Relationship: | Status/Relationship: |
| Please state how much notice you are required to give your current employer or when you would be able start employment: | |

**2. PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

* *Please list your relevant educational and professional qualifications*
* *You may use a continuation sheet if necessary*
* *Please start with the most recent qualifications*

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| --- | --- | --- | --- |
| **Date**  **MM/YY** | **Examination/Subject** | **Grade** | **School/College/University** |
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**3. WORK HISTORY**

* *Please list your work history and include* ***start and end dates***
* *If the work is/was on a voluntary basis, please state this*
* *You may use a continuation sheet if necessary*
* *Please start with your most recent role:*

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of organisation: | Dates:  From | To | Salary: |
| Your position and a description of your duties and responsibilities: | | | |

* ***Previous work history***

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| --- | --- | --- | --- |
| **Date/s**  **MM/YY** | **Employer**  **& Address** | **Job Title & Duties** | **Reason for leaving** |
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**4. Supporting statement**

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| **Please set out below your relevant skills, abilities and experience.**  **Please address all points in the person specification/personal profile.** |

Please continue on separate sheets if necessary.

**5. EQUAL OPPORTUNITIES COMMITMENT**

Are you prepared to support our equal opportunities statement?

Yes ¨ No ¨

**6. DECLARATION OF APPLICANT**

***Please note that Merseyside Law Centre will usually terminate employment where it later transpires that a candidate has knowingly provided incorrect or false information when applying for employment.***

***To the best of my knowledge the information contained in this application is correct.***

**Print Name:**

**Sign (if sending by post):**

**Date:**

**Please email your completed application form to:**

[**recruitment@merseysidelawcentre.co.uk**](mailto:recruitment@merseysidelawcentre.co.uk)

**Closing date for applications midnight on Sunday 31st August 2025**

**Suitable candidates will be interviewed w/c 15th September 2025**

**Head your email ‘Application for Employment’**

**Please note we do not accept CVs.**