**ETHNIC MINORITIES LAW CENTRE**

**APPLICATION FOR POST OF** **DEPUTY PRINCIPAL SOLICITOR Pack**

(Please complete this form in BLACK INK, BALL INK or TYPE)

Please do not send any other documents. All relevant details should be entered on this form using continuation sheets, if necessary.

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| Title of post applied for: |  | Job Ref: |  |

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | |  | | | Initials: |  | | Former surnames if different: | |  | | | Preferred Name or Title (Optional): |  | | Address: | | | | | Tel No (home): |  | | Tel No (business): |  | |  | | | | | Tel No (mobile): |  | | <Town> | | | <Post Code> | | Please advise if you can be contacted at work |  | | E-Mail address: | | |  | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | | Yes  No | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | Where did you learn of the post? | | | |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Preferred work arrangements: | Full-time | Job share |  |  | | Do you hold a current valid driving license ? |  |  |  |  | | Do you have unrestricted access to a vehicle? |  |  |  |  | | This questions is only relevant to certain jobs: please refer to the job description | | | | | | How many days have you been absent from work due to sickness in the last three years?  Year 1 (Number of days & Cause of absence)    Year 2 (Number of days & Cause of absence)  Year 3 (Number of days & Cause of absence) | | | | | |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**  (Original documents as proof of qualification will be required at interview.)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Secondary School / College / University | Dates | | Examinations taken | Date | Result | | From | To | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

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| |  | | --- | | Professional Qualifications currently held: how obtained, grade and date awarded |  |  | | --- | | Other relevant Educational or Training Courses, with dates and qualification obtained if applicable | |

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| **WORK EXPERIENCE**  We would like to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc, if appropriate. Please begin with your most recent experience and highlight any which is particularly relevant to this post.  **3. PRESENT POST**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Title of Post: |  | | | Salary/Grade: | |  | | Name of Employer: |  | | | Business of Employer: | |  | | Address: | | | | Date Commenced: | |  | | Date Ended (if applicable): | |  | |  | | | |  | |  | | <Town> | | <Post Code> | |  | |  | | Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | | | | | Reason for leaving or wishing to leave: | | |  | | | | | Period of notice required to terminate present employment: | | | | |  | | | Please notify us of any dates you are not available for interview: | | | | | | | |

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| **4. PREVIOUS EMPLOYMENT**  (Please use continuation sheet if necessary.)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name and Address of Employers | Position held | Reason for leaving | Final grade/salary | | Dates | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  | |  | | Description of duties: | | | | | | |  | | | | | | | Name and Address of Employers | Position held | Reason for leaving | Final grade/salary | Dates | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  | | | Description of duties: | | | | | | |  | | | | | | | Name and Address of Employers | Position held | Reason for leaving | Final grade/salary | Dates | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  | | | Description of duties: | | | | | | |  | | | | | | | Name and Address of Employers | Position held | Reason for leaving | Final grade/salary | Dates | | | <Name of Employer>  <Address 1>  <Address 2>  <Address 3>  <Post Code> |  |  |  |  | | | Description of duties: | | | | | | |  | | | | | | | Have you had any material (e.g. <<1 year>>) gaps in your employment? . If yes, please provide relevant details: | | | | | | |

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| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**  In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please indicate what experience, skills and interests you would bring to the post. |

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| **6. OTHER INFORMATION**  **Criminal Convictions**   |  |  | | --- | --- | | Do you have any previous criminal convictions? If so please state the type of conviction, date convicted and any penalty imposed. | Yes  No | | If Yes, please provide further details: | | |

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| **7. REFERENCES**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Referee 1 | | | | Referee 2 | | | | | | Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | | | | Full Name: |  | | | Full Name: |  | | | | | Job Title: |  | | | Job Title: |  | | | | | Organisation: |  | | | Organisation: |  | | | | | Address: | | | | Address: | | | | | |  | | | |  | | | | | | <Town> | | <Post Code> | | <Town> | | <Post Code> | | | | Tel No: |  | | | Tel No: |  | | | | | E-mail address: |  | | | E-mail address: |  | | | | | Fax No: |  | | | Fax No: |  | | | | | Please state if we may obtain this reference prior to interview. | | | Yes  No | Please state if we may obtain this reference prior to interview. | | | Yes  No | |

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| **8. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | I declare that the information given in this application form is true and complete. I understand that  if I have given any misleading information on this form or made any omissions, this will be  sufficient grounds for terminating my employment. | | | | | Signature: |  | Date: |  | | Name: |  |  | | | The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. | | | | |

**EQUAL OPPORTUNITIES - RECRUITMENT MONITORING FORM**

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| **Post title:** |  |

The EMLC is striving to ensure equality of opportunity in its employment policies and therefore we have decided to monitor our recruitment practices. This will help us identify areas of under representation in our workforce and to assess those areas where positive action is needed. In order that we can monitor each stage of the recruitment process you will be asked to complete this form on application.

Your co-operation in completing this form would be greatly appreciated. We must stress that any information you give will be strictly confidential. You are not obliged to answer the questions but you will appreciate that, for our monitoring policy to be wholly effective, we would hope to have 100% response.

If you do not wish to answer any question(s) this will not affect your application in any way. There follows and explanation of some of the sections where appropriate. Thank you for your time and co-operation in completing our form.

**1. ETHNIC ORIGIN**

Guidelines: Ethnic Origin

We appreciate that some people including those of mixed race, may not be happy with classification used on monitoring forms. If you wish to classify yourself in some other way, please use the additional space provided to do so.

I would describe my ethnic origin as *(in your own words or if you prefer tick one of the following):*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White |  | Irish |  | Black-African |  | Black-Caribbean |  | Black-Other (please specify) |  |
| Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  | Other (please specify) |  |

**2. GENDER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I am *(please tick):* | Male |  | Female |  |

**3. AGE**

My date of birth is\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**4. DISABILITY**

Guidelines: Disability

We understand that many employees do not declare disability because of possible discrimination against them by employers in the selection process and many people do not register as disabled for the same reason.

As many people know, the Department of Employment requires us to keep a record of how many disabled people we employ but in addition we would like to know how many people we attract to the EMLC so that we can monitor the effectiveness of our policies towards disabled people.

* I do/do not have any disabilities\*
* I am/am not registered disabled\*
* I would/would not require special adaptations/equipment to take up employment\*

Please specify\_\_\_ \_

\*If you answer in the affirmative to any of the above questions and are short-listed for interview, please contact the EMLC to ensure that interview arrangements are to your satisfaction.

**5. SEXUAL ORIENTATION**

Guidelines: Sexual Orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it.

I would describe myself as *(please tick):*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  |

**6. MEDIA RESPONSE**

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**7. COMMENTS**

Do you have any comments on our monitoring form?

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**SUMMARY OF EQUAL OPPORTUNITY POLICY**

1. The Ethnic Minorities Law Centre is committed to Equal Opportunities both as a service provider and as an employer

2. It exists to take positive action regarding the unmet legal needs of ethnic

minorities, and is committed to ensuring that its service is available to all sections of the ethnic minority communities. To this end it monitors service uptake to ensure this reaches those most in need.

3. The Ethnic Minorities Law Centre is committed to ensuring that equal

opportunities (except for any posts exempted under the Sex Discrimination

or Race Relations Acts) exist in all aspects of its employment, and that no person is discriminated against by the operation of criteria not relevant to the post concerned.

4. All Board members and all employees are responsible for ensuring the

effectiveness of the Equal Opportunities Policy. The Policy will be

subject to Review at least every three years to ensure its effectiveness.

Training will be made available as appropriate for staff and Board members to enable them to carry out this duty.