

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CV will not be accepted.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998. Please note that the first two pages **will not** be shown to the shortlisting panel.

**Post Applied For: Legal Policy Manager**

**Closing date for receipt of applications is noon, 26th October 2021**

**Applications received after this time will not be considered**

***Personal Information***

|  |
| --- |
| Indicate which role you are applying for: Title: Surname: First Name:Address for Correspondence:Postcode:Mobile Number:E-mail Address: |

***Assistance for people with disabilities***

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way. If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview? Please give details below. |

***Referees***

|  |
| --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Clan Childlaw does not accept references from family members.**Referees will not be approached prior to a conditional offer being accepted.**  |
| Name:Job title:Company:Address:Postcode:Email:Tel No: | Name:Job title:Company:Address:Postcode:Email:Tel No: |

***Asylum & Immigration Act 2006***

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the UK? **YES/NO** (please delete as appropriate)

***Declaration***

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(If shortlisted you will be asked to sign your application form at interview.)*

***Secondary Education (please list subjects passed)***

|  |  |  |  |
| --- | --- | --- | --- |
| SCQF/Standard/’O’Gradeor equivalent | Grade | Higher Gradeor Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &Subjects Studied | Degrees, Diplomas, Certificates Obtained |
|  |  |  |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience)***

|  |
| --- |
|  |

***Present or Most Recent Employment***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address ofEmployer | Date From: |  | Date To: |  |
|  | Position Held: |  |
|  | Salary and other benefits/payments |  |
|  | Notice Required: |  |
|  | Reason For Leaving: |  |
| Nature of Post (please describe your main duties): |

***Employment History (list in order with most recent post first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address ofPrevious Employer(s) | FromMonth/Year | ToMonth/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

***Employment with Clan Childlaw***

Clan Childlaw wishes to compare your experience, skills and knowledge with the role’s requirements (see Job Description and Person Specification document for a list of job requirements).

You should show in this section how you satisfy each of these requirements.

This does not have to be from paid work; it can be from other experience. The Selection Panel will not consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

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***Additional Information***

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| --- |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Clan Childlawor anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:  |

***Relationship to Committee Members***

|  |
| --- |
| If you are related to a Committee member of Clan Childlawor anyone who has been a Committee member in the last 12 months, please provide details: |

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

***Confirmation of Qualifications***

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

***Advertisement Source***

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When completed this form and the Equal Opportunities Monitoring Form can be returned to admin@clanchildlaw.org**

*(If shortlisted you will be asked to sign your application form at interview.)*