**APPLICATION FORM**

Please complete this form as fully as possible. This will be the only information we will use when deciding the shortlist of candidates for interview. The form should be completed clearly in black ink, or preferably typed. If you find that you have insufficient space to complete any sections in the space provided, please continue on a separate sheet of paper.

Please note that the short-listing panel do not receive any of the information contained in sections 1 to 5 of this form until after a shortlist has been finalised.

**DEADLINE: Monday, 8 February 2021, 5pm**, Interviews (by Zoom) 12th and/or 15th February 2021.

On completion of this form, please return it to Valerie Clark by email: [renatawardle@youthlegal.org.uk](mailto:renatawardle@youthlegal.org.uk)

**APPLICATION FOR APPOINTMENT AS:**

**Strategic Development Worker**

**SECTION 1: Personal Details**

Surname:

First Names:

Home Address:

Telephone no: Home:

Work: May we contact you there? Y / N

Email address:

(Please provide only if we are able to use this address in connection with your application)

**Education/training – please put which school / college / other institution you attended**

|  |  |  |
| --- | --- | --- |
| Secondary education: | | Qualifications & grade: |
|  | |  |
|  | |  |
| Higher education: | Date completed: | Qualifications & grade: |
|  |  |  |
|  |  |  |
|  |  |  |
| Vocational Training: | Date completed: | Qualifications & grade: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc): | | |
|  | | |
| Are you undertaking any course of study at present? (if so, please give details) | | |
|  | | |
| Do you have membership of any professional bodies? (if so, please give details, including any offices held) | | |
|  | | |

**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**Relevant work and life experiences**

This would include your current and previous employment, school placements, voluntary work and life experiences.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employment/voluntary work, etc.** | **Hours** |
| **From - to** |  | **Per week** |
|  |  |  |

**WHY YOU FULFIL THE ESSENTIAL CRITERIA**

**Please give brief details of the experience, knowledge skills that you can bring to the post. In doing so, please address each of the essential criteria listed in the person specification. Please continue on a separate sheet if necessary**

|  |
| --- |
| * Experience of working in a legal environment. |
|  |
| * A proven ability to build good working relationships, e.g., with referral agencies, volunteers and third parties. |
|  |
| * Experience of fundraising through grants. * Sufficient numeracy to complete funding reports and understand budgets. |
|  |
| * Excellent administrative and organisational skills, including ability to manage time efficiently and to work under pressure to meet strict deadlines. |
|  |
| * Excellent IT skills such as word processing, databases, social media and website experience. * Excellent written and oral communication skills, including ability to draft letters in clear English. |
|  |
| * Willingness to quickly learn and develop skills. * Ability to use initiative, to be flexible and to prioritise between competing tasks. |
|  |
| * Ability to work as part of a team in a polite, professional and cooperative manner. * Ability to work on his/her own as well as part of the team. |
|  |
| * Enhanced Disclosure and Barring Service check. |
|  |
| * Commitment to equal opportunities. |
|  |

**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria.

|  |
| --- |
|  |

**References**

Please give below the names and addresses of two referees who will be able to provide references relating to your suitability for the post. One **must** be your present or most recent employer. Your referees will not be approached before a conditional offer is made.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
|  |  |
| Address: | Address: |
|  |  |
| Telephone number: | Telephone number: |
|  |  |
| Email: | Email: |
|  |  |
| Occupation: | Occupation: |
|  |  |
| Time known: | Time known: |
|  |  |

*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING.*

|  |  |
| --- | --- |
| **Other details** | |
| What is the notice required in your present post? |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Where did you see the advertisement for the post? |  |

|  |  |
| --- | --- |
| **Disabilities** | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** Please note that this information will not be shared with staff involved in the shortlisting process! | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
|  | |

|  |  |
| --- | --- |
| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: | |
|  | |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation (GDPR). Individuals have, on written request the right of access to personal data held about them.  I hereby give my consent to Youth Legal and Resource Centre processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. | |