

Application Form Sheffield Law Centre

Confidential

Vacancy applied for

Surname	Address
First Names	
National Insurance No.	
Home Tel No.	Mobile no.
Work Tel No (only complete if we can contact you on this)	Email Address

Present or Most Recent Employment

Job Title	Employer's Name and Address		
Salary			
Other Benefits			
Starting date	Date Left	Reason for leaving	Notice Required

Please outline your duties, identifying your place in the organisation and, if applicable, give details of staff that report to you.

Previous Employment

Please detail chronologically all previous experience, paid or unpaid.

Name & Address of Employer	Position Held/Outline duties	Dates	Reason for Leaving

Relevant Education & Professional Training

Establishment	Dates	Qualifications/Level	Grade/Class

Detail of other relevant training, please include date and duration.

Other relevant experience

Please list any other activities you feel may be relevant (e.g. campaigning, trade union work, community work, committee responsibilities, etc.)

Please provide details of any criminal convictions which are unspent (as defined by the Rehabilitation of Offenders Act 1974). Please see our Policy on the Recruitment of ex-Offenders to see how we will use this information.

Are you an elected local councillor ? Y/N

If Yes please provide details.

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Sheffield Law Centre will check with The Solicitors' Regulation Authority and the Legal Services Commission, before confirmation of appointment, to ensure that there is nothing to prevent you undertaking publicly funded legal casework at Sheffield Law Centre.

References

Please give the names, addresses and telephone numbers of two persons (other than relatives) who have agreed to give an opinion of your character, ability, experience, and qualifications. One should be your current or most recent employer. If you do not wish the Law Centre to approach either or both referees before interview, please indicate with a cross in the appropriate box.

1.	2.

Person Specification

Using the Job Description and Person Specification provided please give details of aspects of your achievements, education, experience and training gained, either at work or otherwise which you consider will enable you to do this job successfully. Please use additional sheets if required.

Declaration

I understand that giving false information may lead to disciplinary action including dismissal.

Signed.....Date.....

Please return this form to Recruitment, Sheffield Law Centre, Waverley House, 10 Joiner St, Sheffield S3 8GW or anne@slc.org.uk