 **Application Form**

Please answer ALL questions. Incomplete forms or CVs will not be accepted.

Completed applications should be submitted by 12noon on 19th May 2025 to [humanresources@lawcentreni.org](mailto:humanresources@lawcentreni.org). **Applications received after this time will not be accepted.** It is anticipated that interviews will be held Tuesday 27th May 2025.

**All information provided shall be treated as strictly confidential.**

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| **Legal Executive – Ref: LE-04-25** |

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| 1. **Personal Details** | | |
| **Surname:** |  | **Address:** |
| **Forenames:** |  |  |
| **Email:** |  |
| **Telephone:** |  |

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| 1. **Education: full-time and part-time**   \*Evidence of qualifications will be required from the successful candidate. | | | |
| **Dates from/to (post-16)** | **Exams passed** | **Subjects taken**  **(specify grades)** | **Awarding body** |
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| 1. **Professional Qualification (E1)** | | | |
| **Qualification** | **Awarding body** | **Date** | **Solicitor Roll Number** |
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| 1. **Relevant Training** (Use a continuation sheet if necessary) | | | |
| **Course Title** | **Provider** | **Date** | **Outcome/Award** |
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| 1. **Employment**   Please give present or most recent employer and work backwards in time.  Use a separate sheet if necessary. | | |
| **Present employment**  **From/to (month/year)** | **Name and address of employer** | **Position held**  **(Give brief description of duties and provide reason for leaving)** |
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| **Present earnings including, where appropriate, salary scale** | |  |
| **Position on scale** | |  |

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| **Previous Employment** | | |
| **Previous employment**  **From/to (month/year)** | **Name and address of employer** | **Position held**  **(Give brief description of duties and reason for leaving)** |
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| 1. **Please state briefly what attracts you to the post.** |
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| **7a. Please summarise your suitability for this post giving examples that demonstrate how you meet the relevant criteria. Please specify relevant dates in each case.** |
| 1. Please demonstrate how you meet criterion E2 |
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| 1. Please demonstrate how you meet criterion E3 |
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| 1. Please demonstrate how you meet the abilities and skills criteria as per the specifications E4-E7. |
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| 1. Please demonstrate how you meet the aptitudes and commitment criteria as per the specifications E8– E9. |
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| **7b. Please summarise how you meet the desirable criteria for this post, giving examples that demonstrate how you meet the criteria and specifying relevant dates in each case.** |
| 1. Please provide details in relation to specifications D1-D4. |
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| **8a. Are you prepared to travel if required? (E10)** | | | | |
|  | **Yes** |  | **No** |  |

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| **8b. Do you have a current UK driving licence with access to a car? (D5) (this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)** | | | | |
|  | **Yes** |  | **No** |  |

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| **8c. Are you willing to work occasionally out of normal hours? (E11)** | | | | |
|  | **Yes** |  | **No** |  |

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| **9. Please tell us about any disabilities you may have in order for us to comply with the Disability Discrimination Act 1995. Please detail any request for reasonable adjustments in relation to the application process or interview arrangements.** |
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| **10. Do you have permission to work in the UK?**  \*The successful candidate will be required to provide appropriate documentation. | | | | |
|  | **Yes** |  | **No** |  |

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| **11. Have you ever been convicted of a criminal offence?**  Note: You do not need to disclose any convictions which would be considered spent  under the Rehabilitation of Offenders (NI) Order 1978. | | | | |
|  | **Yes** |  | **No** |  |
| If YES, please give details of offence(s): | | | | |
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| **12. When would you be available if offered this post?** |
| Date: |

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| **13. Please indicate where you heard about this post.** |
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| **14. Referees**  Please provide names and addresses of two referees. One of your references **must**  be from your current or most recent employer. A reference will only be sought from  shortlisted candidates. | | |
| **Name (Employer):** | **Name (Other):** | |
| **Position:** | **Position:** | |
| **Email:** | **Email:** | |
| **Address:** | **Address:** | |
| **Telephone:** | **Telephone:** | |
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| **If you do not want us to contact your employment referee prior to**  **interview, indicate by inserting a ‘X’ in the box to the right.** | |  |

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| **15. Signature** | |
| Signed: | Date: |

Law Centre NI is committed to the protection and safeguarding of all personal data in accordance with General Data Protection Regulation. The information obtained from this form will be held for the purposes of assessing your suitability for the post. Your data will not be shared with any third parties. For more information on how we process your data please refer to the privacy notice on [www.lawcentreni.org](http://www.lawcentreni.org). If you are happy for us to retain this data, please indicate below.

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|  | **I confirm that I have read the privacy notice and consent to LCNI holding and**  **processing my personal data for the purposes indicated.** |

**To complete your application, please make sure you fill in and return the separate monitoring questionnaire.**