Please complete all sections clearly using the boxes provided. All information will be treated as strictly confidential. Please return this application as a Word document.

**Please return completed application form via email to** **recruitment@ilpa.org.uk** **by 9am on Monday, 24 February 2025.**

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| Application for the post of: | Legal Officer  |

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| **PERSONAL DETAILS** |
| Full name  |  | Address (including Postcode) |  |
| Email Address |  | Phone number |  |

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| **EDUCATION** *Please list your educational qualifications. Please do* ***NOT*** *include the name of the institution, either here or in the body of your supporting statement.* |
| **Date From – To** | **Course Title and Qualification**  |
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| **TRAINING***Please list any relevant training that you have undertaken including in-house training.* |
| **Date From – To** | **Training Provider** | **Course Title and Qualification (where appropriate)** |
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| **WORK HISTORY***Please include all work including part-time, casual and voluntary. Complete in* ***reverse chronological*** *order starting with your current or most recent role.* |
| **Date From - To** | **Name of Employer**  | **Title of post held and brief description of duties**  | **Salary on leaving** |
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| **SUPPORTING STATEMENT** *In this section we would like you to:****First****, outline your competency as it relates to each of the essential requirements of the role. The nine essential requirements are listed in the job description under ‘Person Specification’ as ‘Essential knowledge, experience, skills, and qualities’. Please address each of the nine requirements point by point indicating which criterion/criteria you are addressing. If you have directly relevant experience, briefly explain what it is and give an example of how you have been successful. If you do not have relevant experience, but you believe you have a competency that will enable you to fulfil the requirement, please explain what it is.* ***Second****, explain what has motivated you to apply for this particular role at ILPA.**Please be focused and succinct in your responses. The word limit is 1600 words total. Please state the word count at the end.* *Do* ***not*** *mention your name or any educational institution in your personal statement.* |
| **Word count:**  |

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| **REFERENCES***Please provide details for two people who can verify your suitability for this post, one of whom MUST be your current or most recent employer. We will only follow up references if you are offered a position.* |
|  | **First Referee** | **Second Referee** |
| Name |  |  |
| Address |  |  |
| Telephone  |  |  |
| Email |  |  |
| In what capacity is thereferee known to you? |  |  |

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| **OTHER INFORMATION** |
| Please indicate how soon you could take up employment if an offer were made |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of [Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) |  |
| Where did you see this position advertised? |  |
| Are you an ILPA member? Yes / No.  |  |
| Do we need to make any reasonable adjustments to accommodate you at the interview or in the recruitment process? |  |

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| **DECLARATION**I declare that the information I have given in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I will be dismissed from employment.  |
| Signature |  | Date |  |