



JOB APPLICATION FORM FOR THE POST OF
CASEWORK PARALEGAL REF: 240619

Please complete this form as fully as possible as it will be the only information we will have when deciding on short listing candidates for interview, a CV will not be acceptable.

An electronic copy of this form can be downloaded from our website www.publiclawproject.org.uk. You can request a paper copy of this form by emailing hr@publiclawproject.org.uk, calling 020 7843 1260 or by writing to The Design Works, 93-99 Goswell Road, London, EC1V 7EY.

You may word process this form; if possible, please type into this form. All answer boxes are expandable. If you decide to complete this form by hand, please do so clearly and legibly in black ink. If you find that you have insufficient space to complete any sections, please continue on a separate sheet of paper. PLP anonymise applications before being passed to the shortlisting panel – please assist us in this by keeping sections section five onwards on a separate sheet to the personal information in sections one to four.

1. PERSONAL DETAILS

Surname		First names	
Full postal address <i>inc. postcode</i>			
Telephone no			
Email address			
Date available/notice period to be given			
Do you have a right to work in the UK?			Yes/No
If you have a disability, do you require any reasonable adjustment to be made during the recruitment process, including interview? (Please select)			Yes/No
If so, please give details			

2. EVENINGS/WEEKEND MEETINGS AND TRAVEL

Would you be able to attend evening and weekend meetings when required? (Please select)	Yes/No
Would you be able to stay overnight on work business with adequate notice? (Please select)	Yes/No



3. REFEREES

Please give names and addresses of two persons, including your present or most recent employer, who are able to provide references relating to your experience and suitability for the post. Your present employer will not be approached unless a provisional offer of employment has been made and you agree. Indicate if present employer.

Present or recent employer referee	
Organisation	
Referee Name	
Job title	
Full postal address <i>including postcode</i>	
Telephone no	
Email address	
Current employer	Yes/No

Additional referee	
Name	
Job title	
Organisation	
Full postal address <i>including postcode</i>	
Telephone no	
Email address	

4. DECLARATION

I confirm that to the best of my knowledge the information given in this form is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract of employment:			
I agree to the above declaration <i>(Please select)</i>		Yes/No	
Date		Signature (electronic is fine)	



5. EMPLOYMENT

Record details of your previous employment below beginning with your current or most recent job.

Employer name	
Address	
Type of Business	
Job title	
Dates of employment	
Main duties	
Reason for leaving	

Employer name	
Address	
Type of Business	
Job title	
Dates of employment	
Main duties	
Reason for leaving	

Employer name	
Address	
Type of Business	
Job title	
Dates of employment	
Main duties	
Reason for leaving	

6. EDUCATION/QUALIFICATION

Subject/Qualification	Place of Study	Grade/Result	Year obtained

7. DETAILS OF FURTHER EXPERIENCE

Other additional information that you consider relevant to this application such as posts held (professional, legal, community/voluntary groups etc). Please list relevant memberships, courses attended, offices held in organisations etc. *(This section is expandable)*



8. APPLICATION QUESTION ONE

Briefly describe how your experience and skills make you a good candidate for this role. Refer to the role description and person spec for inspiration. (400 words max)



9. APPLICATION QUESTION TWO

Describe a time you displayed excellent teamwork, and a time you used your organisational skills to meet a deadline under pressure. (400 words max)

Please email the forms to hr@publiclawproject.org.uk. Confirmation emails will be sent within 3 working days of receipt. Please whitelist PLP's emails to prevent important information being deleted or sent to the junk mail folder by your spam filter.

Alternatively, you can return this form, along with the equal opportunities monitoring form (if completed), to: The Public Law Project, The Design Works, 93-99 Goswell Road, London, EC1V 7EY. Postal applications must be received by the deadline.

The application procedure at PLP requires us to collect certain information from you, such as your employment history and contact details, so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us. We do not share recruitment information with third parties.