



Public  
Law  
Project

## **JOB APPLICATION FORM FOR THE POST OF Communications and Engagement Director 241105**

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](http://www.publiclawproject.org.uk). You can request a paper copy of this form by emailing [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk) , calling 020 7843 1260 or by writing to The Public Law Project, 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**

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<b>Surname</b>		<b>First names</b>	
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<b>Full postal address inc. postcode</b>			
<b>Home phone</b>		<b>Mobile Phone</b>	
<b>Work phone</b>		<b>May we contact you at work? (Please select)</b>	<b>Yes/No</b>
<b>Email address</b>			
<b>Date available/notice period to be given?</b>			

<b>Do you have a right to work in the UK?</b>	<b>Yes/No</b>
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<b>If you have a disability do you require any reasonable adjustment to be made during the recruitment process, including interview? (Please select)</b>	<b>Yes/No</b>
<b>If so, please give details</b>	

## **2. EVENINGS/WEEKEND MEETINGS AND TRAVEL**

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



### 3. REFEREES

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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.

<b>Title (<i>Please select</i>)</b>	Mrs/Miss/Ms/Mr/Dr
<b>Surname</b>	
<b>First names</b>	
<b>Job title</b>	
<b>Full postal address including postcode</b>	
<b>Telephone no</b>	
<b>Email address</b>	
<b>Can this referee be approached before interview? (<i>Please select</i>)</b>	Yes/No

<b>Title (<i>Please select</i>)</b>	Mrs/Miss/Ms/Mr/Dr
<b>Surname</b>	
<b>First names</b>	
<b>Job title</b>	
<b>Full postal address including postcode</b>	
<b>Telephone no</b>	



<b>Email address</b>	
<b>Can this referee be approached before interview? <i>(Please select)</i></b>	Yes/No

#### 4. DECLARATION

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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:

<b>I agree to the above declaration</b> <i>(Please select)</i>	Yes/No
<b>Date</b>	<b>Signature</b> (electronic is fine)



## 5. EMPLOYMENT

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

<b>Employer name</b>	
<b>Address</b>	
<b>Type of Business</b>	
<b>Job title</b>	
<b>Dates of employment</b>	
<b>Main duties</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

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<b>Job title</b>	
<b>Dates of</b>	



<b>employment</b>	
<b>Main duties</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

## 6. EDUCATION/QUALIFICATION

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<b>Subject/Qualification</b>	<b>Place of Study</b>	<b>Grade/Result</b>	<b>Year obtained</b>

## 7. DETAILS OF FURTHER EXPERIENCE

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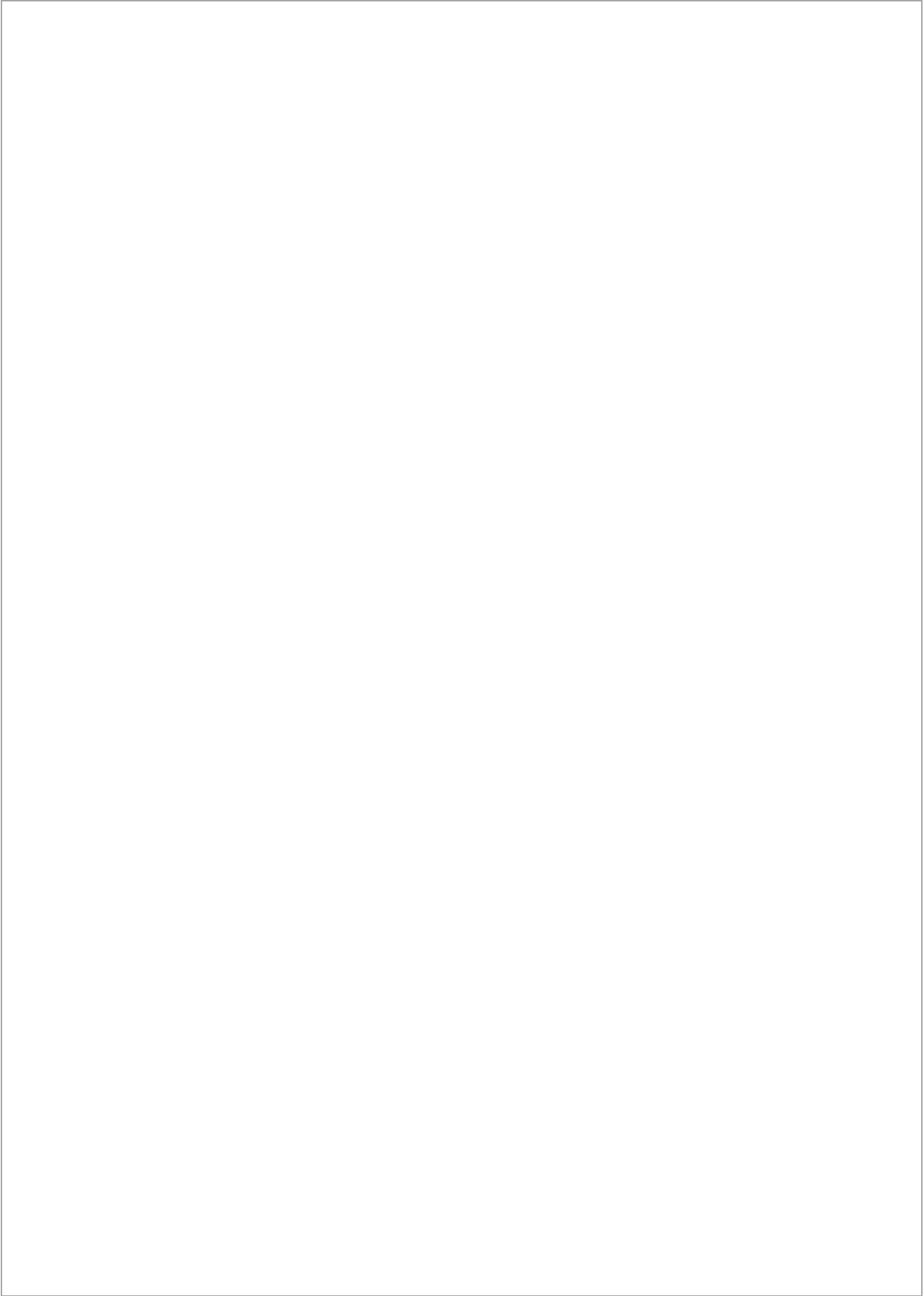
Other additional information that you consider relevant to this application such as posts held (professional, legal, community/voluntary groups etc). Please list memberships, courses attended, offices held in organisations etc. (*This section is expandable*)



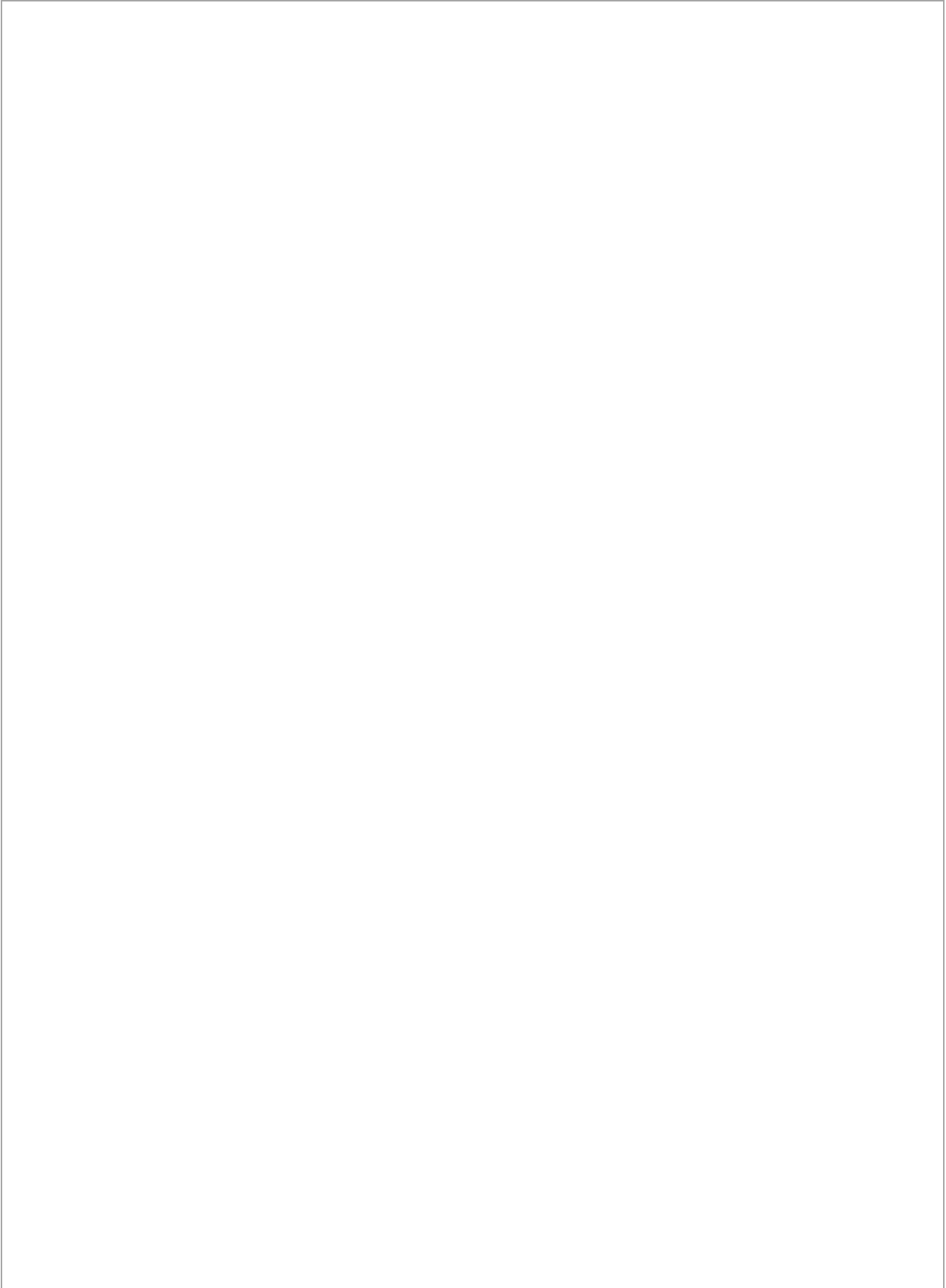
## **8. SUPPORTING INFORMATION**

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Please give your reasons for making this application, relating your qualifications (formal and informal) skills, experience (both paid and unpaid) and personal attributes to the job/areas of work as set out in the enclosed job description & candidate specification. Continue on a separate sheet if necessary. *(This section is expandable)*









Please email the forms to [hr@publiclawproject.org.uk](mailto: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.