

Private and Confidential

Recruitment Application Form

IMPORTANT

- We advise you to read this form and the accompanying documents thoroughly before starting to complete your application
- The skills, abilities and experience that we are looking for are described in the Person Specification
- The responsibilities of the role and an outline of your terms of employment are contained within the Job Description
- Please try to fit all your answers on the form if completing a paper version of this application but, if you do need more space for your answers, then please use an extra sheet
- Please **do not** include a general CV as a substitute for this form or, any bulky background materials
- Please type or write clearly using black ink

The completed form should be returned by email by 5pm Friday 15 February 2016

Please send us your completed application by email attachment to:

patrick@brixtonadvice.org.uk

Or by post (marked “confidential”) to:

Patrick Torsney
Chief Executive
Brixton Advice Centre
167 Railton Road
Brixton
London
SE24 0LU

Please note, we cannot guarantee that postal applications will be received in time so strongly recommend that you email your application

POST FOR WHICH YOU ARE APPLYING: Housing Solicitor

1 PERSONAL DETAILS

Forename:

Surname:

Home address:

Telephone Number (Daytime):

(Evening):

Email address:

National Insurance Number:

2 TRAINING AND QUALIFICATIONS

Briefly identify any training you have attended or qualifications you have obtained that you think are relevant to this post. Please start with the most recent activity and work backwards. This is to give us a sense of your commitment to self-development and staying current, not a comprehensive list of every bit of training you have ever done

DATES	DETAILS	WHERE YOU WORKED AT THE TIME

3 WORK HISTORY AND EXPERIENCE

Please list briefly your work experience, including both paid and unpaid work. Please start with the most recent activity and work backwards

DATES	JOB TITLE / BRIEF DESCRIPTION OF DUTIES	NAME AND ADDRESS OF EMPLOYER / ORGANISATION

4 EXPERIENCE, KNOWLEDGE AND SKILLS

Please give brief details of the experience, knowledge skills that you can bring to the post. In doing so, please address each of the criteria listed in the person specification. Please continue on a separate sheet if necessary

5 OTHER RELEVANT EXPERIENCE AND SKILLS

Please give brief details of any other experience or skills which you have and which you think are relevant to this post

6 PRACTICAL MATTERS

6.1 If you wish, please tell us about any aids or assistance that might help you to do the job. Any information you might provide will not jeopardise your application

6.2 Please tell us of any specific request which you have regarding working hours. We will try to be flexible but we cannot guarantee that we can meet your request

7 REFERENCES

Please give the name, address and, if possible, daytime phone number of two referees, one of who should normally be your current employer. We will only take up references of the successful candidate, after interview

FIRST REFEREE	SECOND REFEREE

DECLARATION

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information that I have given can be treated as part of any subsequent contract of employment

Signed:

Date:

Equal Opportunities

The following information is requested to ensure the Centre's compliance with its policy on Equal Opportunities. **This section is not compulsory.** The information is treated with the strictest confidence and is used only for the purposes of monitoring and is not seen by the recruitment panel

Please indicate how you would describe your racial origin (circle or tick appropriate box)

White

- British
- Irish
- Any other White Background, please indicate:

Mixed

- White & Black Caribbean
- White & Black African
- White & Black Mixed background, please indicate:

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please indicate:

Black or Black British

- Caribbean
- African
- Any other Black background, please indicate:

Chinese or other ethnic group

- Chinese
- Any other, please indicate:

Sex:

- Male
- Female

Do you consider yourself disabled:

- Yes
- No

If yes, please give details:

Please tell us where you first saw this post advertised:

Equality and Diversity

Brixton Advice Centre is committed to achieving a working environment that provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Brixton Advice Centre is committed to actively opposing all forms of discrimination

Brixton Advice Centre also aims to provide a service that does not discriminate against its service users in the means by which they can access the services and goods supplied. Brixton Advice Centre believes that all employees and service users are entitled to be treated with respect and dignity