

**EALING LAW CENTRE
JOB APPLICATION FORM**

Please complete this form clearly. Do not send in your C.V

Post: **Library Development Worker****PERSONAL DETAILS**

First name(s):

Surname:

Address (1):

Address (2):

City:

Postcode:

Tel No. (Home):

Tel No. (Work):

Mobile Tel:

Email:

May we contact you at work? Yes No Via email? Yes No

Ealing Law Centre is fully committed to compliance with the requirements of all relevant Data Protection legislation (including the General Data Protection Regulation (Regulation (EU) 2016/679)).

Any personal data submitted to the Law Centre for the purpose of this job application will be confidentially and securely stored in accordance with our data retention policy for 6 months after this position is closed [unless you have been appointed for the role]. It will be held by the Law Centre as Data Controller and will only be used for the purposes of considering and where appropriate, responding to your interest in this position (and any associated purposes). It will not be disclosed to any third parties and will be securely deleted 6 months after this position is closed [unless you have been appointed for the role]. You have a right to be told what data we hold about you (though you are likely to have provided us with that data) and to have it corrected if it is wrong. You may have other rights under the data protection legislation and you can find out more about these rights from the Information Commissioner's Office at www.ico.org.uk

If you want any more information about how we use and share your personal data you can read our Privacy Notice on our website at <http://ealinglawcentre.org.uk/privacy-notice/>. We are also happy to provide you with a paper copy of our Privacy Notice.

Applicants are invited to apply at the earliest opportunity. Ealing Law Centre will close this call for applications if we receive a large number of applications or a suitable candidate applies.

EDUCATION, PROFESSIONAL TRAINING & QUALIFICATIONS

Chronological order with dates

Dates (month and year)		School/College/University	Qualifications & Exams passed (with grades)
From	To		

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Please give details of any other qualifications or training which you consider appropriate to your application for this post (with dates)

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PRESENT OR MOST RECENT EMPLOYMENT

Present or most recent employer name and address	Dates (month/yr)		Position held and nature of duties	Reason for wishing to leave or having left
	From	To		
Current Salary:			Notice Period:	

PREVIOUS EMPLOYMENT (please account for any periods when not working and both paid and unpaid employment)

Employer and location	Dates (month/yr)		Position held and nature of duties	Reason for leaving
	From	To		

STATEMENT IN SUPPORT OF APPLICATION

Please set out below your relevant experience and how you meet each requirement of the person specification. You should deal with each of the person specification requirements in turn. If necessary, please use the Continuation Sheet(s) at the end of this form.

REASONS FOR APPLYING

Please state your reasons for wishing to work in this post at the Law Centre

ADDITIONAL INFORMATION

Please mention here any further information you would like us to know which you think is relevant to this application

Where did you see this post advertised?

Safeguarding checks

Working at the Library you are likely to come into contact with Library users; these will include children and vulnerable adults. As part of our safeguarding responsibilities we need to ask some personal questions about your background.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Do you have any unspent criminal convictions? Yes /No

If Yes, please list all offences with dates:

Have you ever been barred from working with children or vulnerable adults by the Disclosure and Barring Service (DBS)? **Yes /No**

REFERENCES

Please give details of two people who will be able to provide references relating to your suitability for the post, one of whom should be your present or most recent employer. Referees will not be contacted unless we are considering offering you the job. **No appointment will be confirmed until satisfactory references have been received.**

<i>Referee 1</i> (Present or most recent employer)	<i>Referee 2</i>
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Tel no:	Tell no:
Email:	Email:

DECLARATION

I declare that to the best of my knowledge all the information given above and in additional enclosures is correct. I understand that any inaccurate statement or omissions may disqualify me from consideration or, in the event of my appointment, may make me liable to disciplinary action, including dismissal.

Signature

(type name if emailing form)

Date

Closing Date for return of application

Please return the completed form by 4pm Monday 5th July 2021 by email to operations@ealinglaw.org.uk or by post to Head of Operations at Ealing Law Centre, Hanwell Community Library , Cherington Road, London W7 3HL.

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DISABILITY MONITORING FORM

The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment, which has a substantial and long-term adverse effect of at least one year on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled as defined in the Equality Act 2010?

Yes

No

If yes, please provide a brief description of your disability.

Do you feel that there are any adjustments that might be required or other measures that we might need to take to accommodate or take account of your disability?

Please note: if you provide any false declaration of disability to obtain an interview, Ealing Law Centre may withdraw any offer of employment or, if already appointed, may terminate your employment.

CONTINUATION SHEETS

