

THE PUBLIC LAW PROJECT

JOB APPLICATION FORM

FOR THE POST OF EVENTS AND RESOURCE DEVELOPMENT OFFICER (P/TIME)

Please complete this form as fully as possible as it will be the only information we will have when deciding on shortlisting candidates for interview. You must complete the form, a CV will not be acceptable. The form should be completed clearly and legibly in black ink, typed if possible. If you find that you have insufficient space to complete any sections continue on a separate sheet of paper. If you wish to reproduce the questions and your answers on a wordprocessor this will be acceptable.

1. PERSONAL DETAILS

Surname:

Other names:

Home address:

Home telephone:

Work telephone:
(if this may be used)

2. EDUCATION

Dates

School/College/
University

Qualifications gained (including grades
or class of degree)

3. QUALIFICATIONS (formal and/or informal)

Qualifications or posts held (professional, legal, community/voluntary groups etc). Please list memberships, courses attended, offices held in organisations etc

4. EMPLOYMENT

History from full-time education ending with most recent/current appointment. Please give dates, positions held, employers name/address/business, main duties and reason for leaving.

5. THIS APPLICATION

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.

6. EVENING, WEEKEND MEETINGS & TRAVEL

Would you be able to attend evening and weekend meetings when required? YES/NO

Would you be able to stay away overnight on work business with adequate notice? YES/NO

7. HEALTH

Would you describe your general health as good YES/NO

Are you expecting to undergo any medical treatment which will effect your work YES/NO

Please detail any periods of sickness lasting more than a week over the past two years.

Excluding any time off covered by the answer to the previous question, how many days off have you had in the past two years f health or other reasons (excluding holiday)?

9. NOTICE

If appointed, what length of notice, if any, would you need to give?

10. 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.

Name:	Name:
Position:	Position:
Address:	Address:
Phone: Day	Phone: Day
Evening	Evening

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

Signature: Date:

Please return the completed form, **ALONG WITH THE EQUAL OPPORTUNITIES MONITORING FORM**, to:

The Public Law Project, 266-268 Holloway Road, London N7 6NE

NO LATER THAN FIRST POST – NOON WEDNESDAY, 2pm on 25th February 05
APPLICATIONS BY FAX ARE NOT ACCEPTABLE