**Law for Life**

 **APPLICATION FOR THE POST OF**

 **OFFICE MANAGER AND EXECUTIVE ASSISTANT**

**IMPORTANT**

We advise you to read the application form throughout before starting to complete it.

Please address the skills, abilities and experience we require as outlined in the Person Specification.

Please try to fit all your answers on the form, but if you do need more space for your answers 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.

**Please return this form, no later than 31st July 2022, midnight, to: mihaela.rosca@lawforlife.org.uk**

**NAME:**

**ADDRESS:**

**PHONE NUMBER DAY:**

**EVENING:**

**EMAIL ADDRESS:**

**1. EDUCATION AND TRAINING**

Please list briefly your education and training. *Please start with the most recent activity and work backwards*.

**Dates Details School/College/Organisation**

**2. WORK 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/Activity Employer/Organisation**

**3. Why should you be considered for this post?**

Please detail:

* why you think you should be considered for this post
* how you meet **each** of the requirements of the Person Specification using examples of your experience and skills developed in your career and education
* any other additional information which may be relevant.

Continue on separate sheets - no more than the equivalent of three sides of A4 paper in total.

**4. PRACTICAL MATTERS**

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

4.2 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.

**5. REFERENCES**

Please give the name, email address and, if possible, daytime phone number of two referees, one of whom 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 which I have given can be treated as part of any subsequent contract of employment.

**Signed: Date:**

\*electronic signatures are accepted

 **Law for Life**

 **MONITORING FORM**

To ensure that our recruitment procedures are operating fairly and in accordance with equal opportunities practice, it is necessary for us to monitor the success rates of different categories of applicant under the headings set out below. You do not have to complete this form if you do not wish to, but your co-operation will assist us greatly in evaluating the accessibility and effectiveness of our recruitment processes. These forms are detached from the rest of the application form and remain anonymous. Any information on this sheet will not affect your application. Thank you for your assistance.

**RACE/ETHNICITY**

How would you define your race and/or ethnic origin?

....................................................................

**GENDER**

How would you describe your gender?

....................................................................

**PEOPLE WITH DISABILITIES**

Do you consider yourself to be disabled?

Yes [ ] No [ ]

Are you Registered Yes [ ] No [ ]

Disabled?

What is the nature

of your disability? ..........................................................

**HOW DID YOU HEAR OF THIS POST?**

Please tell us where you saw the post advertised:

....................................................................