



**Private and Confidential  
Application Form  
Vacancy: Legal Officer**

Please read the Job Description and Person Specification before completing this form. Please complete every section and the separate Monitoring Form and return to UK Lesbian & Gay Immigration Group by email to [recruitment@uklgig.org.uk](mailto:recruitment@uklgig.org.uk).

**Closing date and time:** 9.30 am Monday 24 September 2018

**Interview date:** Thursday 27 September

First Name:		Last Name:	
Pronoun (e.g. he/she/they)			
Address:			
Contacts which can be used for this application process:			
Telephone:	(Mob)	(Home)	
Email:			

Are you available for interview on 27 September?	Yes/no If 'no', please suggest alternative dates:
Are you applying to work: full-time (35 hours/week)? Yes/no Are you applying to work part-time? Please state how many hours a week: Are you willing to job share? Yes/no	

## Work experience

Please continue on a separate page if necessary.

### Present or most recent employment or voluntary work:

<b>Position</b>			
<b>Organisation name</b>			
<b>Organisation address</b>			
<b>Date from</b>		<b>Date to</b>	
<b>Responsibilities</b>			
<b>Salary</b>			
<b>Notice period</b>			
<b>Reason for leaving</b>			

### Previous Work Experience:

Most recent first

<b>Position and responsibilities</b>	<b>Organisation Name and address</b>	<b>Dates</b>	<b>Reason for leaving</b>

Additional lines may be added or continue on a separate sheet.

### Voluntary work:

<b>Position and responsibilities</b>	<b>Organisation name and address</b>	<b>Dates</b>

Additional lines may be added or continue on a separate sheet.

## **How do you meet our requirements?**

*The qualities needed by the successful applicant are listed on the person specification.*

*Please state, giving examples, how you meet the essential requirements. Draw on paid and voluntary work experience, skills, training, interests and life experience.*

*(Maximum of 2 sides of A4. Font: Arial. Size: 11 cpi, line spacing 1.5.) Text in excess of this will be disregarded.*

## **Why you want to become the Legal Officer for UKLGIG**

*(500 words maximum. Text in excess of this will be disregarded)*

**Education and Training:**

*Please state your relevant educational and vocational qualifications and training starting with the most recent.*

Degree/ Course	Qualification	Educational Institution	Dates

*Additonal lines may be added*

**References:**

*Please provide names and addresses for two professional referees, one of whom should be your most recent employer. References will only be requested if an offer is made.*

Name:		Name:	
Relationship:		Relationship:	
Address:	Telephone:	Address:	Telephone:
	Email:		Email:

## Rehabilitation of Offenders Act:

Where the post holder will be a registered immigration adviser regulated by OISC this post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. An applicant who will be OISC registered will be required for OISC registration to submit to a standard level DBS check which will generally disclose details of convictions even if spent.

A solicitor or barrister with practising certificate is not eligible for a standard DBS check but UKLGIG will require a basic check for them (confirmation of current i.e. unspent convictions).

Do you consent to a DBS check at the relevant level? Yes / No

Do you have any unspent convictions? If so please provide details: \_\_\_\_\_

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If you are an OISC regulated adviser and you are required to have a standard level DBS check, please do not make any disclosure of any spent convictions at this time. Any disclosures of spent convictions would be required only after interview.

## Declaration:

### Right to work in the UK

I have the right to work in the United Kingdom and will produce the necessary documentation if I am offered this post.

I declare that to the best of my knowledge and belief, the information given on this form is true and correct. I understand that any false information or statement given will justify my dismissal from UK Lesbian & Gay Immigration Group if appointed.

Signed:

Date:

Name:

## Privacy Notice: Your privacy and data protection

In order to recruit and manage staff, UKLGIG needs to store personal information (data) about all applicants. UKLGIG is registered as a “controller of personal data” with under the Data Protection Act 2018 with the Information Commissioner. By applying you accept that we will keep the information on this form and any accompanying documents and in any reference provided about you. UKLGIG keeps all personal information that it holds about staff safely and securely, and does not share your information with anyone outside UKLGIG or any other organisation without your consent. Information is kept for the minimum period necessary which for unsuccessful applicants is 12 months after the conclusion of the recruitment campaign. You have a right to request access to the information that we hold about you and you have other rights to protect your information. More details are available from any member of UKLGIG staff.