### APPLICATION FOR THE POST OF

**The details on this sheet will not be known to the interview panel until after shortlisting.**

**Name:**

**Address:**

**Phone number AND email address:**

May we use these contact details to let you know if you have been shortlisted? Yes / No

**REFERENCES**

Please give the names and addresses of 2 referees who can comment on your suitability for the post. If you have been employed, we would normally wish to seek a reference from your present or most recent employer. If you are unable to give names of 2 referees, or the name of your current/most recent employer please state your reasons.

**First Referee Second Referee**

Name Name

Position held Position held

Address/Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address/Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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References may be taken up for applicants who are shortlisted for interview. If you do not wish your present employer to be contacted at this stage please state.

Do you consider yourself to be a disabled person? Yes / No

Please let us know if there are any adjustments you require to enable you to apply for this job, including attendance at interview.

Please sign and date this form to show that the information you have given in your application is correct to the best of your knowledge.

Signed Date

Where did you see the advertisement for this job?

If you did not see an advert, how did you hear about this job?

### Please complete this form as fully as possible. The shortlisting for interview will be done on the basis of information provided in the written application.

**PAID AND/OR UNPAID WORK EXPERIENCE**

Please include your current and previous employment, voluntary work or community activities and time spent caring for dependants.

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| --- | --- | --- |
| **DATES** | **NAME OF EMPLOYER** | **JOB TITLE AND DESCRIPTION OF DUTIES (in brief)** |
|  |  |  |

**EDUCATION AND TRAINING**

Please list relevant education and/or training courses (including short courses) that you have undertaken since leaving school.

|  |  |  |
| --- | --- | --- |
| **DATES** | **EDUCATION/COURSES/****TRAINING** | **QUALIFICATIONS** |
|  |  |  |

In conjunction with the Person Specification for this post, please describe below how you are able to demonstrate the skills, abilities or experience required (you may continue on separate sheets of paper if required):

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Please return to: Bristol Law Centre, 2 Hide Market, West Street, Bristol BS2 0BH *or* mail@bristollawcentre.org.uk (please state ‘application’ in the subject field).