## APPLICATION FOR EMPLOYMENT

Please complete this form electronically or using black ink only and return by to [jobs@justice.org.uk](mailto:jobs@justice.org.uk) by: **Sunday 10 December 11pm**

|  |  |
| --- | --- |
| Position applied for | **Portal Trust internship** |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | Surname | Forename(s) |
| Current Address:  Borough: | | |
| Address in London (if you’re currently residing outside of London):  Borough: | | |
| Telephone numbers: home  work (only if we may telephone you there)  mobile  Email: | | |
| Are there any restrictions on your continued residence or employment in the UK?  YES **□** NO **□** If yes, please give details: | | |
| What period of notice are you required to give to your present employer? | | |
| If successful, when would you be able to commence work at JUSTICE? | | |
| Please note your availability for interview: | | |
| Where did you hear about this vacancy? | | |

**Please note that the Portal Trust places certain requirements on this internship, meaning candidates must satisfy the following criteria. Please confirm that you satisfy the following criteria by adding an ‘X’ in the boxes below.**

|  |  |
| --- | --- |
|  | **below the age of 25** |
|  |  |
|  | **come from low income or disadvantaged backgrounds** |
|  |  |
|  | **permanently reside in one of the following inner London boroughs (Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth, Westminster and the City of London). This includes students who are currently studying outside of one of these boroughs but otherwise would ordinarily be resident there.** |

**Please tell us a bit about your background**

Please describe your race/ethnicity, or note that you’d prefer not to say

|  |
| --- |
|  |

What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?

|  |
| --- |
| ☐ At least one has a degree level qualification  ☐ Qualifications below degree level  ☐ No formal qualifications  ☐ Don’t know  ☐ Not applicable  ☐ Prefer not to say  ☐ Other (please specify): |

Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job?

|  |
| --- |
| ☐ Modern professional occupation  ☐ Clerical and intermediate occupation  ☐ Senior managers and administrators  ☐ Technical and craft occupation  ☐ Semi-routine manual and service occupation  ☐ Routine manual and service occupation  ☐ Middle or junior manager  ☐ Traditional professional occupation  ☐ Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)  ☐ Retired  ☐ Not applicable  ☐ Don’t know  ☐ Prefer not to say |

If you finished school after 1980, were you eligible for Free School Meals at any point during your school years? Free School Meals are a statutory benefit available to school-aged children from families who receive other qualifying benefits and who have been through the relevant registration process. It does not include those who receive meals at school through other means (e.g. boarding school).

|  |
| --- |
| ☐ Yes  ☐ No  ☐ Not applicable (finished school before 1980 or went to school overseas)  ☐ Don’t know  ☐ Prefer not to say |

Would you describe yourself as coming from a socio-economically less advantaged background?

|  |
| --- |
| ☐ Yes  ☐ No  ☐ Don’t know  ☐ Prefer not to say |

If you answered yes to the above, please provide additional information on why you believe this to be the case.

|  |
| --- |
|  |

Do you consider that you have a disability or health condition? Please note if you would prefer not to say

|  |
| --- |
|  |

If you answered yes to the above, please describe the effect or impact of your disability or health condition on your ability to give your best at work:

|  |
| --- |
|  |

#### EMPLOYMENT, PUBLIC POSITIONS AND COMMUNITY / VOLUNTARY WORK

Please start with most recent and provide information in reverse chronological order. Please include all paid employment including non-legal positions.

|  |  |  |  |
| --- | --- | --- | --- |
| Position held and brief description of duties | Employer / organisation | Dates held | Paid or voluntary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATION**

Please indicate all qualifications, starting with the most recent. **Please ensure that you provide grades obtained where these are available**. It is our policy to verify the qualifications of successful applicants where these are a requirement of the role.

|  |  |  |
| --- | --- | --- |
| **School/college/university** | **Qualifications gained/subjects and grades** | **Date qualification gained** |
|  |  |  |
|  |  |  |

**TRAINING/PROFESSIONAL MEMBERSHIP**

It is our policy to verify professional membership details of successful applicants, where these are a requirement of the role.

|  |  |
| --- | --- |
| **Course** | **Brief details** |
|  |  |

**EXPERIENCE / ACHIEVEMENTS**

Addressing criteria in the person specification, please provide your answer on each of the following:

1. How have you demonstrated your interest in the challenges affecting the UK justice system – criminal, civil or administrative – and an openness to innovation in response (200 words)?

|  |
| --- |
|  |

1. How have you demonstrated excellent research, written and oral communication skills, an eye for detail and scrupulous accuracy (200 words)?

|  |
| --- |
|  |

1. How have you demonstrated strong organisational skills and the ability to prioritise (200 words)?

|  |
| --- |
|  |

1. How have you demonstrated your ability to work flexibly; both independently and as part of a team, using initiative and staying calm under pressure (200 words):

|  |
| --- |
|  |

1. In no more than 500 words, please write about an acute challenge for the justice system in the United Kingdom (please unrelated to legal aid or the court backlog) and suggest how JUSTICE might respond to it.

|  |
| --- |
|  |

**CANDIDATE STATEMENT**

1. Please state briefly why you would like to work for JUSTICE, with reference to our aims and values (200 words):

|  |
| --- |
|  |

1. Please tell us about an experience of overcoming adversity

|  |
| --- |
|  |

**DATA PROTECTION STATEMENT**

|  |
| --- |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  JUSTICE treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is available from our Data Protection Representative [sburridge@justice.org.uk](mailto:sburridge@justice.org.uk). |

**DECLARATION**

|  |
| --- |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give JUSTICE the right to terminate any employment offered. I understand that any offer of employment is subject to JUSTICE being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK and probationary period.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |

*The following pages will be detached from your application prior to it being considered.*

|  |
| --- |
| **NAME:** |
| **POSITION APPLIED FOR:** |

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted, and ensure that your referees are aware of this application, and also, if you are providing us with their email address, that you obtain your referee's permission.

|  |  |
| --- | --- |
| **Current/last employment** | **Previous employment** |
| Name  Address  Postcode  Telephone  Email  Position held in relation to applicant | Name  Address  Postcode  Telephone  Email  Position held in relation to applicant |
| Referee can be contacted prior to offer being  made? YES/NO | Referee can be contacted prior to offer being  made? YES/NO |

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES **□** NO**□**  If yes, please give details of date(s), offence(s) and sentence(s) passed:  The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:  Please also confirm that you are not listed on either of the following (as appropriate):  **□** I confirm that I am not listed on the children's barred list.  OR  **□** I confirm that I am not listed on the adults' barred list.  AND  **□** I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.  *The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.* |

**EQUALITY MONITORING**

|  |
| --- |
| We aim to be an equal opportunities employer and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. *To assist us in monitoring the operation of our Equality Policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)*  **SEX**  MALE **□** FEMALE **□** INTERSEX **□** NON-BINARY **□** PREFER NOT TO SAY **□**  If you prefer to use your own term, please specify here …………………….  **AGE**  16-24 **□** 25-29 **□** 30-34 **□** 35-39 **□** 40-44 **□** 45-49 **□**  50-54 **□** 55-59 **□** 60-64 **□** 65+ **□** PREFER NOT TO SAY **□**  **DISABILITY**  Do you consider that you have a disability or health condition?  YES **□** NO **□** PREFER NOT TO SAY **□**  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process.  **ETHNICITY**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.  **White:** ENGLISH **□** WELSH **□** SCOTTISH **□** NORTHERN IRISH **□** IRISH **□**  BRITISH **□** GYPSY OR IRISH TRAVELLER **□** PREFER NOT TO SAY **□**  ANY OTHER WHITE BACKGROUND please specify here …………………….  **Mixed/multiple ethnic groups:** WHITE AND BLACK CARIBBEAN **□** WHITE AND BLACK AFRICAN **□**  WHITE AND ASIAN **□** PREFER NOT TO SAY **□**  ANY OTHER MIXED BACKGROUND please specify here…………………….  **Asian / Asian British:** INDIAN **□** PAKISTANI **□** BANGLADESHI **□** CHINESE **□** PREFER NOT TO SAY **□**  ANY OTHER ASIAN BACKGROUND please specify here…………………….  **Black / African / Caribbean / Black British:** AFRICAN **□** CARIBBEAN **□** PREFER NOT TO SAY **□**  ANY OTHER BLACK / AFRICAN / CARIBBEAN BACKGROUND please specify here…………………….  **Other ethnic group:** ARAB **□** PREFER NOT TO SAY **□**  ANY OTHER ETHNIC GROUP please specify here…………………….  **SEXUAL ORIENTATION**  HETEROSEXUAL **□** LESBIAN **□** GAY **□** BISEXUAL **□** PREFER NOT TO SAY **□**  If you prefer to use your own term, please specify here …………………….  **RELIGION**  NO RELIGION OR BELIEF **□** CHRISTIAN **□**  BUDDHIST **□** HINDU **□** JEWISH **□** MUSLIM **□** SIKH **□** PREFER NOT TO SAY **□**  ANY OTHER RELIGION please specify here …………………….  **CARING RESPONSIBILITIES**  Do you have caring responsibilities? If yes, please tick all that apply.  None **□** Primary carer of a child/children (under 18) **□**  Primary carer of disabled child/children **□** Primary carer of disabled adult (18 and over) **□**  Primary carer of older person **□** Secondary carer (another person carries out the main caring role) **□**  Prefer not to say **□** |

Thank you for applying.