



JOB APPLICATION FORM

IMPORTANT: Before submitting this application form you are strongly encouraged to give careful consideration to the job description, person specification and job ad. Your fully completed application form (and Equal Opportunities monitoring form) must be sent by e-mail to: trustees@prcbc.net. Please mark your email 'Job Application – Paralegal'

Position applied for: Paralegal

1) Personal Information

Full name:

(Please underline your surname or family name)

Address:

Telephone no:

(Home)

(Work)

Email address:

2) Education

| Dates | Name and location of school/college/University attended | Exams passed/qualifications obtained |
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3) Professional Qualifications and Training

| Dates | Type of training course and name/location of provider | Qualifications obtained |
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4) Employment (including voluntary work) history

| Dates | Name and address of organisation | Job title, main duties, present/final salary and reasons for leaving/wanting to leave |
|-------|----------------------------------|---|
| | | |

5) Please explain how your work experience (both paid and unpaid), skills and abilities help you to meet the selection criteria set out in the person specification for this post.

A decision on whether to interview you will be based on your ability to provide evidence here of your suitability for the post in relation to the **person specification criteria**. A final decision on who to select for the post will be based on this form as well as on your interview and on your references.

Therefore, you should use this section of the application form to demonstrate how you meet the different selection criteria. This includes explaining the nature and scope of any relevant employment or voluntary work. It is important not to assume that your experience or qualifications speak for themselves. You may add additional sheets if you wish to continue your answer, but please **do not include a CV or any other supporting documents**, as these will not be considered.

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6) Further information

- i) How did you find out about this post?
- ii) How long is the notice period for your present post?
- iii) Do you consider yourself to be disabled?

If yes, please indicate any aid(s)/adjustments required at interview or if appointed

- iv) Have you any current disciplinary warnings outstanding from your current employment?

If yes, please provide brief details

6. References

Please provide the names and details of two people able to provide a reference for you. **One must be from your current employers or from the organisation you worked for most recently.**

Reference 1

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

Reference 2

Name _____

Address _____

Telephone _____

Email _____

Occupation _____

Connection with you _____

7. Declaration

In accordance with the Data Protection Act 2018, I give my consent for the information contained in this form, including any defined as 'sensitive personal data', to be processed in accordance with PRCBC recruitment and employment policies. I understand that if I am appointed, this application form will form part of my personal file and that if I am not appointed it will be stored securely and confidentially for up to a year and then destroyed.

I confirm the information I have supplied above is, to the best of my knowledge, true and accurate.

Signature: _____

Date: _____