

ETHNIC MINORITIES LAW CENTRE

Deputy Principle Solicitor post

For an informal chat about the position please contact Donogh O'Brien or Mhairi Higgins at our recruitment partners, Aspen People, on 0141 212 7555.

GUIDANCE TO APPLICANTS

Please read the following notes carefully before completing the application form.

Your application will be treated confidentially.

Please complete every relevant section of the application form. The form is designed to select applicants for an interview so every section contains some vital information for those choosing the interview shortlist.

PERSONAL DETAILS

You should supply us with the name you are usually known by and the address at which you can mostly be contacted.

EDUCATION & QUALIFICATIONS

Start with your most recently obtained qualifications or schools attended and work back ideally up to secondary school.

WORK HISTORY

Please start with your recent employment; this should be your current or last employer.

You may include part-time, temporary and voluntary work but this must be stated.

PERSON SPECIFICATION

The person specification is one of the most important documents used during the recruitment and selection process.

It lists the attributes required to undertake the duties and responsibilities of the post as designed to assess your suitability for the job.

Therefore, you should ensure that you address each criterion listed, providing evidence, by examples where possible, that you have the skills, abilities, knowledge and experience required. You should also demonstrate an understanding and commitment to equal opportunities.

When you provide information relating to skills and experience, do not forget to mention any part time or voluntary work you have done which may be relevant. It may also be helpful to mention any activities you take part in outside work, for example: organising social or community events or committee membership. If you have had a break between jobs please show how you used this time.

CURRICULUM VITAE

We do not accept curriculum vitae.

REFEREES

Please give details of two people who can tell us something about your ability to do the job. One of the referees should be your current, or most recent employer. The second referee should be a previous employer or professional body. We will only contact your referee once you have accepted our offer of employment; however, it is your responsibility to ensure we receive your references. You may wish to check that they are willing to discuss your work record and personality before we contact them.

You must tell us if you are related to or know in a personal capacity any member of the Board of Directors or others associated with Ethnic Minorities Law Centre.

EQUAL OPPORTUNITIES MONITORING FORM

We would like you to assist us in monitoring our progress towards being an Equal Opportunity Employer by completing and sending back the enclosed Equal Opportunities Monitoring Form. This will be separated from your application on arrival in the office; it is anonymous and will not be used in any part of the assessment process. Thank you for your help.

DECLARATION

Submission by email will be treated as your declaration that all information you have supplied is true to the best of your knowledge. Any falsification could result in disqualification or dismissal.

If submitting a printed copy of your application, please ensure that you have signed the declaration (Section 6 of the application form).

June 15