Caseworker application form

Caseworker

Not-For-Profits Programme

Please read the job description and complete the application form below, outlining why you are suitable for the role and how you meet the person specification. We would be grateful if you could also complete an equal opportunities monitoring form – this will be separated from your application once it is received.

Completed applications should be submitted by email to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) by **5.00pm Wednesday 14th March.** Applications received after this will not be accepted.

We are unfortunately unable to provide feedback to candidates that have not been shortlisted. If you have not been contacted by 21st March your application has unfortunately not been successful on this occasion.

**Recruitment process**

Candidates who are shortlisted at the application stage will be asked to complete a short written exercise (to be emailed back to LawWorks). For those candidates then invited to progress to the interview stage, interviews will take place towards the end of March or beginning of April (before or after Easter), with a view to the new Caseworker being appointed shortly afterwards.

**Personal details**

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| **Full name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Do you consider yourself to have a disability?** | Yes / No ***(delete as appropriate)***  If yes, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process |
| **Right to work in the UK** | Yes / No ***(amend as appropriate)*** |

**Relevant qualifications and legal training**

***Please tell us about your education and relevant qualifications, including your legal education or training and any relevant courses. Please start with the most recent first.***

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| **Qualification** | **Result** | **School, university or establishment** | **Date completed** |
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**Employment and experience**

***Please tell us about your paid employment history and highlight any experience relevant to the role. Please start with the current or most recent first. No approach will be made to your present employer for a reference before an offer of employment is made to you.***

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| **Dates (from and to)** | **Organisation and position** | **Brief description of duties and experience** | **Reason for leaving** |
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***Please tell us about any unpaid volunteering history and highlight any experience relevant to the role you are applying for.***

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| **Dates (from and to)** | **Organisation** | **Brief description of experience** |
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***Please tell us about your IT skills and any experience of using case management, database and CRM software.***

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| **Type of software or system (eg, Microsoft, Excel, Salesforce)** | **Proficiency level (basic, good or advanced)** | **Where the experience was gained or used** |
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**Personal statements**

***Please tell us about your legal education, training and experience and how this will be relevant to your delivery of the Caseworker role (max 300 words).***

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***Please tell us about your written and verbal communication skills and your relationship management skills and experience, with specific examples of where you have been particularly effective in these areas (max 400 words).***

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***Please tell us about your work management style and project experience relevant to the Caseworker role, with specific examples of where you have been particularly effective in these areas (max 200 words).***

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***Please tell us why you would like to perform this role and how it fits with your longer-term career plans (max 200 words).***

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**Other**

Any job offer will be conditional on receipt of satisfactory references.

In accordance with data protection legislation, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate.

**Declaration**

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Please tick this box to confirm that to the best of your knowledge the above information is correct and you accept that providing deliberately false information could result in your dismissal.