

Trans Legal Clinic Volunteer Application Form

Application for: Housing & Homelessness Specialist Caseworker

Please return your completed application to recruitment@translegalclinic.com by [23:59] on [Monday 25th January 2025], with the subject heading ‘Housing & Homelessness Specialist Caseworker application’. Please do not send a covering letter or CV, the information we ask for on the application form will suffice.

If you would like to complete your application in a different format, please contact us so that we can arrange an alternative method.

Personal details	
First Name(s):	Surname(s):
Email address:	Telephone number:
Position applied for:	
Are you legally entitled to work in the UK?	Remove as appropriate Yes / No
If the answer is No, please give details of your employment status:	

Qualifications and Education (most recent first)		
Qualification and grade (GCSE, Degree, etc)	Date achieved	Institution/provider
Please provide details of any qualifications you are working towards		
Training: Please give details of any relevant training you have received		

Employment History (most recent first)

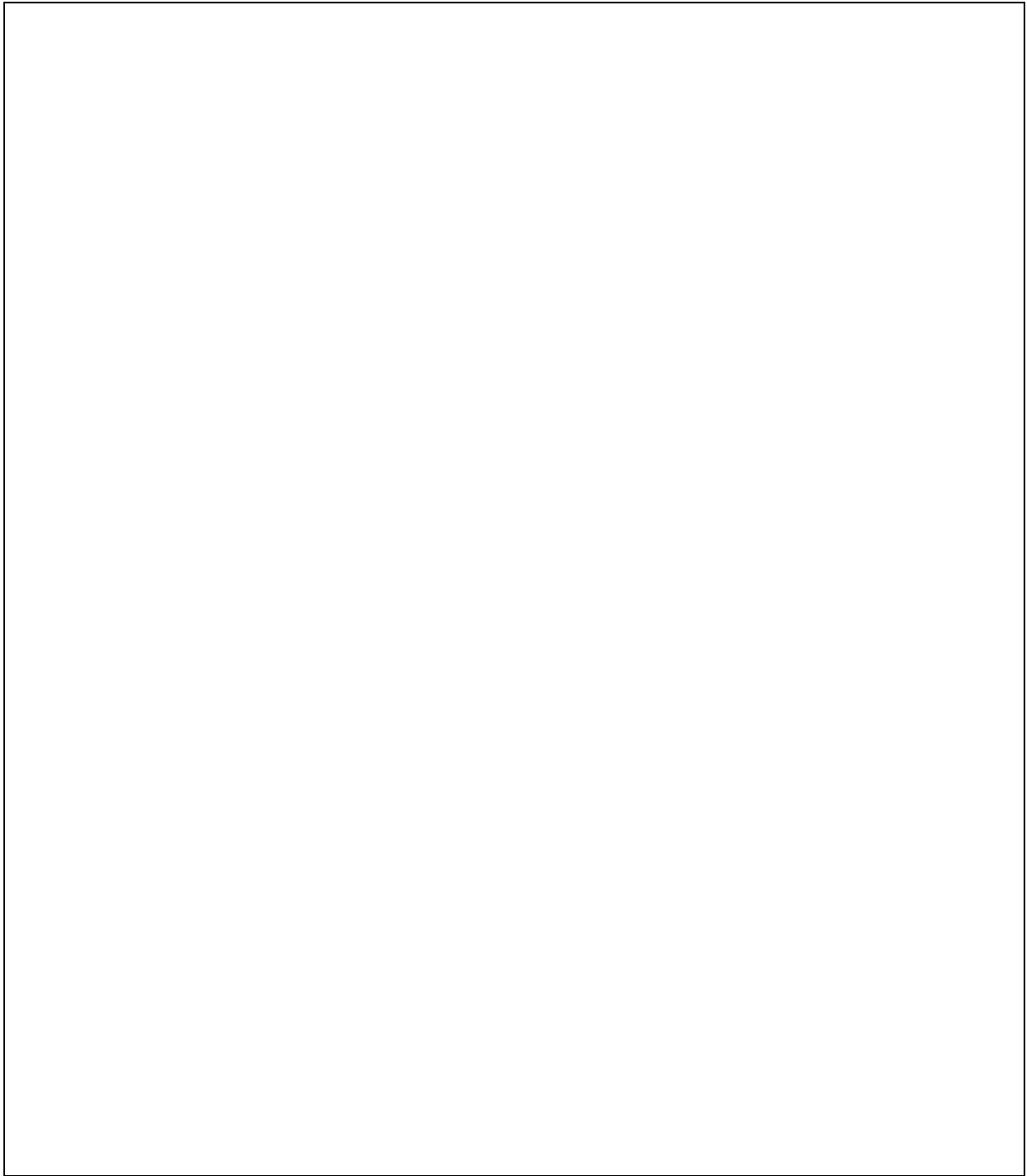
Employer	Job Title	Dates (MM/YYYY)- (MM/YYYY)	Brief description of duties	Reason for leaving

We value the diverse and lived experience that our volunteers bring to our roles. If you do not have work experience, please detail this in the Supporting Statement section, and link the essential criteria to your lived experience, volunteering, or education.

Supporting Statement

Please explain how you fulfil each of the points on the Person Specification in the order they appear. If you wish, please add additional numbered sheets after this page up to a maximum of 4 typed A4 sides.

Why do you want to give your time and provide your expertise to the clinic?



References

Please give the names and contact details of 2 references who will be contacted following a successful interview to comment on your suitability for the role. One reference must be from your current or most recent employer. If you have not been employed, you can provide details of a character reference. Character references cannot be from friends or family members, but must be from someone you know in a professional capacity such as an ex-colleague, tutor, or community leader.

Referee 1

Name:	Role:
Email:	Telephone:

Referee 2

Name:	Role:
Email:	Telephone:

Guaranteed Interview Scheme

Trans Legal Clinic is committed to the employment and development of trans* people and people with disabilities. As part of this commitment, we operate a Guaranteed Interview Scheme for applicants with disabilities who meet the minimum criteria for the role.

If you are trans*, would you like to apply under the Guaranteed Interview Scheme?	Remove as appropriate Yes / No
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If you have a disability, would you like to apply under the Guaranteed Interview Scheme?	Remove as appropriate Yes / No
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Please specify if there is anything we need to know about your disability or if there are any reasonable adjustments we can make in the recruitment process in order to offer you a fair selection process:

Equality and Diversity Monitoring Form

Trans Legal Clinic is committed to recruiting, retaining and developing a workforce that reflects diversity at all grades. It is vital that we monitor and analyse diversity information so that we can ensure our processes are fair, transparent, promote equality of opportunity and do not have an adverse impact on any particular group.

Please therefore complete the Equality and Diversity Monitoring survey by [clicking here](#).

Equality and Diversity data will not impact your application as all data will remain confidential, kept separate from your application and not shared with the recruiting manager.

Declaration of relationships with Trans Legal Clinic volunteers

In order to mitigate against any potential conflicts of interest, we ask that you declare the existence of any close personal relationships with persons whom you know to hold a senior position at the Trans Legal Clinic, including coordinators, managers, and directors. This includes all familial relationships, friendships, current or former romantic partners, and any person living at the same address as yourself. This is not an exhaustive list and you should use your judgement to determine whether other personal relationships could reasonably be perceived as a potential conflict of interest.

Please specify the name and nature of relationship of any person(s) who volunteer at the Trans Legal Clinic that you have a close personal relationship with:

Declaration

Returning this form to the email address listed at the top of the Application Form acts as your 'email signature' and signifies your agreement to the declaration below. Please save this form using your name as the file name and send following the instructions at the top of the form.

Declaration: I confirm that the information I have given on this application form is a full and accurate record. I understand that the information will form part of any subsequent contract of volunteering and, if it is found to be false, I may be dismissed.

Signed:

Date: DD/MM/YYYY