**Information for applicants**

Thank you for your interest in working for Newham Community Law Project.

Please read the following notes carefully before submitting your application.

Please submit your CV and a covering letter (suggested no more than 2 sides of A4) showing how you meet the requirements of the person specification.

Please note your application will be treated confidentially and we only contact any referees if an offer of employment is made.

**Reasonable Adjustments**

Please contact [sallycauser23@gmail.com](mailto:sallycauser23@gmail.com) if you need any adjustments to apply for the post due to a disability or any other reason.

**Personal details**

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

**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, in your covering letter 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.

**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 when received by someone who is not on the interview panel. it is anonymous and will not be used in any part of the assessment process. Thank you for your help.

**Declaration**

Submission of your application 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.