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**AN OUTLINE OF THE FIRM**

**Deighton Pierce Glynn is a highly regarded firm of solicitors specialising in a number of niche areas of civil litigation in which it has a significant national and international profile.**

The firm is committed in particular to using the law to hold the state to account for its actions, to challenging discrimination and upholding human rights, and to enforcing the rights of the disadvantaged of society.

Whoever our clients are and whatever has happened to them we pride ourselves in being able to make the best use of the law for their benefit. We give practical advice about options, help our clients work out their goals and do what can be done to achieve them. Taking a legal case can be a daunting prospect – we try to make sure our clients feel well supported.

Our clients come from many different backgrounds, countries and are of many different ethnicities. Many of our clients speak English as a second language. As well as working for individuals we also work for organisations where this is consistent with the firm’s ethos.

We are committed to our staff, who include some of the best lawyers around, and we think it’s important to provide a good working environment, ensuring they have the support and resources they need to excel and promoting a friendly and collaborative working environment.

Deighton Pierce Glynn is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**THE POST: Clerk (Casual) Job Reference: 2018/08CLERK**

We are currently looking for an admin clerk for our London offices. This work is fairly unpredictable but we operate on a roster system in the attempt to spread the work fairly across all our clerks. This would suit someone who is organised, reliable and able to work under pressure.

We are especially looking for help from now until the end of Summer.

The ideal candidates will be committed to social justice and be organised, reliable, flexible and able to work towards tight deadlines.

Salary: £10.00 per hour

**How to apply**

Please complete all parts of the application form below and return to us by

**Email:** recruitment@dpglaw.co.uk

or

**Post:** Deighton Pierce Glynn, Att. Joel Nicholls, 8 Union Street, London SE1 1SZ

Please quote the job reference **2018/08CLERK** in the subject line of your email.

**Closing date:** 8am on 22 June 2018.

Applications received after this time cannot be considered.

**APPLICATION FORM**

**PLEASE RETURN BY 8am on 22 June 2018 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** |  | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

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| --- | --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**Education/training – please put which school / college / other institution you attended**

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| **Secondary education:** | | **Qualifications & grade:** |
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| **Higher education:** | **Date completed:** | **Qualifications & grade:** |
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| **Vocational Training:** | **Date completed:** | **Qualifications & grade:** |
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| **Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | |
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**It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.**

**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and how you qualify for this postion.

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING*

**Equal Opportunities Monitoring Form**

Please complete the form online by following this link: <https://goo.gl/forms/v3T58x53UASbixnD3>

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

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| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer.

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| **1. Name:** | **2. Name:** |
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| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
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| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Other details** | |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Where did you see the advertisement for the post? |  |

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| **Disabilities** | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
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| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: | |
|  | |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **I can confirm that I have completed the Equal Opportunity Form online and have provided the confirmation code on this form.**  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. | |