The Howard League for Penal Reform

First Floor, 75-77 St John Street

London EC1M 4NN

Tel: 020 7249 7373

[info@howardleague.org](mailto:info@howardleague.org)

Application Form

### Post Applied for:

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Last Name:** |  |
| **First Name(s):** | |  | |

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| --- | --- | --- |
| **Address:** |  | |
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|  | | |
| **Postcode:** |  | |
| **Home Telephone Number:** | |  |
| **Mobile Telephone Number:** | |  |
| **E-mail address:** | |  |

Education/ Qualifications

Please use the space below to give details of your education history and relevant qualifications, expanding boxes as necessary. Please also include any training or non-qualification-based development which is relevant to the post and supports your application, whether complete or currently in progress.

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| --- | --- | --- |
| **Study/ Training Dates** | **Qualification/ Training/ Other** | **Date Obtained** |
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Employment History

Please use the space below to give details of your employment history (paid and voluntary), expanding boxes as necessary.

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| **Employer Name, Location** | **Dates** | **Position Held** |
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Tell us how you meet the personal specification for the role

Please answer the questions below to demonstrate your skills and experience in each of the specified criteria, using no more than 250 words for each answer.

1. Please share your motivating factors in applying for this role at the Howard League for Penal Reform
2. Tell us about your experience of conducting public law/ human rights litigation

1. Tell us about any experience you have of advising, representing or working with people in prison in England and Wales. If you haven’t yet done this, what experience would you draw upon to support you in this new area?

1. What does strategic litigation mean to you? What issue relating to prisons do you think we should pursue through the Courts?
2. What experience do you have of working in the legal aid sector? What do you think the biggest challenges are for lawyers representing people in prison?
3. Which of the Howard League’s values of collaboration, excellence, integrity, learning, accountability and courage is most resonant with you, and why?
4. Please provide examples of your ability to take initiative, think creatively and problem solve
5. Please provide examples of when you have worked well under pressure and managed multiple priorities effectively to tight deadlines
6. We are looking for lawyers with strong client care skills. Tell us about your experience of advising and supporting vulnerable clients.
7. What is your communication style? Tell us about how you have developed your communication skills in your previous roles
8. Tell us about your commitment to social justice, human rights and prison reform

References

Please give the names and addresses of two people we can contact for references, to whom you should not be related. One of these must be an employer reference. References will be taken up if you are offered this position with us.

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| --- | --- | --- |
| **Referee 1** | | |
| **Name** |  | |
| **Position held** |  | |
| **Organisation** |  | |
| **Dates Employed** | **From:** | **To:** |
| **Work Relationship** |  | |
| **Address** |  | |
| **Telephone Number** |  | |
| **Email** |  | |

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| **Referee 2** | | |
| **Name** |  | |
| **Position held** |  | |
| **Organisation** |  | |
| **Dates Employed** | **From:** | **To:** |
| **Work Relationship** |  | |
| **Address** |  | |
| **Telephone Number** |  | |
| **Email** |  | |

Eligibility to Work in the UK

We will ask for proof of eligibility to work in the UK in event of making you a job offer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you eligible to work in the UK?**  (Please mark with an X) | | **Yes:** | | **No:** | |
| **Signed** |  | | **Date** | |  |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given on this form is true and accurate to the best of my knowledge. | | | |
| **Signed** |  | **Date** |  |

**Submitting Your Application**

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| --- | --- |
| By Hand or Post:  Howard League for Penal Reform  First Floor, 75-77 St John Street  London, EC1M 4NN  **(Please ensure correct postage)** | By email:  [info@howardleague.org](mailto:info@howardleague.org)  For other enquiries, call:  020 7249 7373 |