

Legal Adviser Application Form

There are **10 sections** to complete in this application form, please ensure you have completed them all. **Deadline: Friday 23 June 2023 (17:00)**

SECTION 1: PERSONAL DETAILS

Title:	
Surname:	
Forename(s):	
Position Applied For	
Full home address (with postcode):	
Email address:	
Telephone number (home):	
Telephone number (mobile):	
Full business address (with postcode):	
Where did you learn about the vacancy?	

SECTION 2: RELEVANT EXPERIENCE

Please attach a brief, up-to-date CV no more than two sides A4) as a separate document to your application. Your CV should outline: your experience, including relevant employment history; any relevant voluntary work, public service, or other experience; and any relevant professional, academic, or vocational qualifications. **NB: CVs alone will not be accepted.** Your CV will be used to assist the assessment of your expertise.

Current (or most recent) relevant position held and date of appointment:	
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SECTION 3: ESSENTIAL COMPETENCIES

Please indicate how you meet the essential competencies detailed in the person specification (please refer to section 4 of the Application Pack). It is important that you use examples which are based upon real situations, clarify the task you had to achieve, outline the action you took and identify the result of your action(s). If necessary, you may use the same evidence or example against more than one criterion.

Please use no more than 300 words for each competency.

3A. Understanding of law, procedure, committee function and own role
Please use no more than 300 words.

3B. Professionalism and personal qualities that you would bring to the role.
Please use no more than 300 words.

3C. Ability to draft clear and concise determinations within strict time deadlines.
Please use no more than 300 words.

3D. Valuing diversity and deals fairly with all parties.

Please use no more than 300 words.

SECTION 4: ESSENTIAL SKILLS AND EXPERIENCE

4A. Please describe how you meet the essential skills and experience detailed in the person specification.

Please use no more than 300 words.

SECTION 5: DESIRABLE SKILLS AND EXPERIENCE

5A. Please describe how you meet any of the desirable skills and experience detailed in the person specification.

Please use no more than 300 words.

SECTION 6: REFERENCES

Please give details of two professional referees who you consider are best placed to support your application.

- “Professional referees” refer to individuals who have observed you acting in a productive capacity where you have displayed the skills/knowledge/experience relevant to the role. Examples include former employers, colleagues, supervisors, or professors.
- The GOC will not accept personal references, for example from family members or friends.
- The GOC will not accept references from GOC employees.
- The GOC can accept references from GOC members who are not involved in the selection process provided they know you outside of their role at the GOC.

Please note that we will only take references in the instance that you are recommended for appointment by the Selection Panel. An appointment will not be confirmed until we have received two satisfactory references.

REFEREE 1	
Name:	
Organisation:	
Relationship to you:	
Telephone number:	
Email address:	

REFEREE 2	
Name:	
Organisation:	
Relationship to you:	
Telephone number:	
Email address:	

SECTION 7: DECLARATIONS OF INTEREST

Please read the section on conflicts of interest in the application pack carefully (section 2 of the application pack). Please note applications **will not** be unfavourably treated on the basis of interests being declared without applicants having the opportunity to address this.

<p>Do you have any business and / or personal interests that might be relevant to the work of the GOC and which could lead to a real or perceived conflict of interest were you to be appointed? Failure to disclose such information could result in a contract being cancelled.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please give details:</p>
<p>Do you have any close personal relationships with other GOC members or employees that may be perceived as a conflict of interest?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please give details:</p>

SECTION 8: ENSURING PUBLIC CONFIDENCE

<p>Should you be successful in your application, is there anything about your professional or personal history which, if brought into the public domain, may cause embarrassment or disrepute to the GOC? Failure to disclose such information could result in a contract being cancelled.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, please give details:</p>
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SECTION 9: INTERVIEW AVAILABILITY

<p>Are you available to attend an interview on the published interview dates on the week commencing 24 July 2023?</p> <p>Please note that if you cannot attend the interview date offered, the Selection Panel may consider a new date, but at their discretion.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Dates to avoid:</p>
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SECTION 10: DECLARATION

<p>I declare that the foregoing information is correct to the best of my knowledge and belief and in particular I have not omitted any material facts which may have a bearing on my application.</p>	<p>I agree that the General Optical Council may use the information provided in this application for monitoring purposes.</p> <p>We will treat all your data in accordance with the Data Protection Act 1998</p>
<p>Signed: Date:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

***If completing by hand, please sign. If emailing, please type your name.**

Thank you for taking the time to complete this application form. Please send your completed application, with a CV, (no more than two A4 sides) and a completed EDI monitoring form, to enapier@optical.org

To ensure our IT systems can open your application safely, **please return your application in Microsoft Word or PDF format.**

Once you have submitted your application, we will acknowledge safe receipt. Please refer to the application pack to understand what happens once your application has been received.