## Text  Description automatically generated

## APPLICATION FORM FOR LEGAL OFFICER

To submit your application – please read the instructions at the end of this document.

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

|  |  |
| --- | --- |
| **Name:** |   |

## Employment or volunteering history – in chronological order with the most recent first. Please add additional rows as needed.

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HOW YOU FULFIL THE KEY CRITERIA**

**Please answer each section with no more than 100 words.**

**Please give examples on how you think you satisfy**

**each of the ESSENTIAL CRITERIA below in turn:**

|  |
| --- |
| * Previous litigation experience in the UK courts and tribunals, and ability to work across a range of practice areas.
 |
|  |
| * Excellent legal drafting skills and experience of legal drafting in a range of contexts including, for example, pre-action and inter partes correspondence, witness statements and pleadings. Ability to produce high quality and judiciously researched documents under time pressure.
 |
|  |
| * Excellent attention to detail and strong organisational and case management skills, including a rigorous approach to record keeping and file maintenance.
 |
|  |
| * Understanding of how to form effective working relationships with lawyers, experts and / or other professionals, including how to work constructively and sensitively with individuals from different cultures and backgrounds
 |
|  |
| * A genuine interest in human rights and a commitment to Reprieve’s goals.
 |
|  |

**DESIRABLE CRITERIA**

Please say if and how you meet any of the desirable criteria below (in no more than 300 words), giving examples where possible, including any transferable skills relevant to the post you are applying for.

|  |
| --- |
|  |

**If a qualification is required for a role, it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (maximum 500 words)

|  |
| --- |
|  |

***TO COMPLETE YOUR APPLICATION:***

[UPLOAD YOUR COMPLETED APPLICATION FORM](https://hr.breathehr.com/recruitment/vacancies/40760)

and

[COMPLETE THE PERSONAL DETAILS FORM](https://forms.office.com/Pages/ResponsePage.aspx?id=SiEYlqvcU0ai84T7gpZ5vmsOmcenVCxEqywN7VcKuF1UQlVRTTAwM0YySkNPMTdVOVVGRVVWV08yUS4u)

All applications must be received by 23:59 BST on 1 June 2025.

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted.