



Information for Applicants

Immigration Advisor

Deadline for applications: **31 January, at midnight**

To apply for this job you will need the following documents downloaded from our website:

1. Job description and person specification
2. Equal opportunities monitoring form

We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, those who are migrants or refugees, and who have lived experience of the impact of immigration policy and practice.

How to apply

Please apply for this job by sending a CV with details of your education, training and work experience, and a supporting statement of no more than three sides of A4.

Before writing your supporting statement, it is important that you read the job description and person specification carefully. A panel will shortlist candidates by comparing the information each candidate gives in their application to the points listed in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the person specification.

Work, paid or voluntary, is not the only means of showing you meet the requirements of the post. You may also have acquired relevant knowledge and skills through your life experience. If so, please try to demonstrate how.

Return your completed application as a PDF or Word document with your name in the title of that document, by email to recruitment@hackneymigrantcentre.co.uk with **Immigration Advisor** in the subject line.

We will acknowledge receipt of all applications. However, we will only respond further to those who are shortlisted for interview. If you have not heard from us within two weeks of the closing date, please assume you have not been successful.