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**February 2024**

Dear Applicant,

**Application for the post of Immigration Administrative Assistant**

Thank you for your interest in this position.

Please find enclosed information on Islington Law Centre in addition to the Job Description, Person Specification, Application Form, and an Equalities monitoring form.

Should you decide to apply for this post, please complete the application form enclosed. Remember to include a personal statement that addresses the criteria contained in the person specification and to cover all sections of the application form. No other areas will be considered when shortlisting for interview.

Please ensure that we have a **contact telephone number, mobile number or email address** so that we are able to contact you easily, and in confidence.

The closing date for receipt of applications is Monday 18<sup>th</sup> March 2024 at 5pm. Please return completed applications to [recruitment@islingtonlaw.org.uk](mailto:recruitment@islingtonlaw.org.uk)

You can find further information on the work of Islington Law Centre on the Law Centre website [www.islingtonlaw.org.uk](http://www.islingtonlaw.org.uk) and Law Centres more generally on the Law Centres Network website [www.lawcentres.org.uk](http://www.lawcentres.org.uk)

We look forward to hearing from you.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Stuart Hearne'.

**STUART HEARNE**  
**LAW CENTRE DIRECTOR**

Islington Law Centre® serves the community by providing free independent legal advice and representation including specialist help in Consumer, Debt, Education, Employment, Housing, Immigration & Welfare Benefits Law

Islington Law Centre® is contracted with the Legal Aid Agency and is part funded by Islington Council

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