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**University of Leicester**

**Legal Advice Clinic**

Pro Bono Office

Fielding Johnson Building

University of Leicester • University Road

LE1 7RH

Email: probono@le.ac.uk

Application for the position of **Clinic Administrator** Date: ![MCBS00790_0000[1]]()

Please return your completed application by email with the subject ‘***Clinic Administrator Application***’ to **hmr12@student.le.ac.uk** no later than **2nd October 2020**.

**This position is only open to first year students.**

In order for your application to be considered**, all sections/questions** must be completed on this form.

Incomplete applications will not be accepted. **All email attachments must be in Microsoft Word (.doc/.docx) or PDF format.**

**If you have any questions please email them to Hannah Richards, Director of the Legal Advice Clinic, at hmr12@student.le.ac.uk.**



By submitting this application to the University of Leicester Pro Bono group, I declare that the information contained therein is true and to the best of my knowledge correct. I agree that the University of Leicester Pro Bono group, in accordance with the *Data Protection Act* 1988, may hold and process personal data contained in this form for the purposes of considering this application.



![MCBS00790_0000[1]]()

Surname: Forename: Title:

Date of Birth: Year of Study: Nationality:

Pronoun(s):

Telephone Number:

University Email Address: Alternate Email Address:



Please list the subjects you are currently taking / have taken, and the individual grades you have received.

First Year:

Second Year: N/A

Third Year: N/A

Other Qualifications:

Previous University of Leicester Pro Bono experience (and relevant awards):



**Why do you want to be an administrator for the Legal Advice Clinic?**

**Max Word Limit: 250**

**What are your three greatest strengths? Explain how they would make you an effective administrator.**

**Max Word Limit: 250**

**Please detail any relevant employment, vacation schemes, volunteer work, extra-curricular activities and/or hobbies. What skills have you developed from these experiences that will help you to be an effective administrator?**

**Max Word Limit: 250**

**When have you worked as part of a successful team? Please use a recent example to describe your role and contribution.**

**Max Word Limit: 150**

**Do you have any regular commitments outside of your studies? How pressing are these commitments and how will they limit your ability to volunteer as an administrator?**

**Max Word Limit: 200**

**What issues do you think an administrator could face in their role? How could you overcome these issues?**

**Max Word Limit: 250**