**APPLICATION FORM: EXECUTIVE ASSISTANT TO DANIEL HOLT (COVER)**

**Closing date:**  On-going

**Please complete and return this Application Form to** [**dh@danielholt.org**](mailto:dh@danielholt.org)**. Please ensure the email's subject is ‘Executive Assistant to Daniel Holt’.**

***General notes***

* Daniel Holt strives to be an equal-opportunity employer and welcomes applications from under-represented groups.
* Please think about all the different kinds of work and non-work experiences you have had when answering the questions.
* For the short-listing process, pages 1 and 2 will be separated from the rest of your application (which will be given an application number).
* Please keep the footer the same.
* Please get in touch with me if you wish to discuss access adjustments or changes to the recruitment process that will enable you to fulfil your potential.
* CVs will not be considered.
* I will make basic document checks on all applicants offered employment, including a right to work in the U.K. check. If you are offered and accept this post, we will need to see documents, such as a passport, which confirm your identity and right to work.

***Data Protection***

*If you submit an employment application, I will record and use the information you provide to process your application and establish your personnel record if it is successful. The information will be kept only as long as necessary for these purposes.*

**Application No (internal use only):**

**­­1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Preferred Name** |  |
| **Preferred Title** |  |
| **Preferred Pronoun** |  |
| **Email Address** |  |
| **Mobile** |  |
| **Role Applied For:** |  |

**2. CORRESPONDENCE ADDRESS**

|  |  |
| --- | --- |
| **House Name / Number** |  |
| **Street** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Country** |  |

**3. HOME ADDRESS (IF DIFFERENT FROM ABOVE)**

|  |  |
| --- | --- |
| **House Name / Number** |  |
| **Street** |  |
| **Town** |  |
| **County** |  |
| **Post Code** |  |
| **Country** |  |

**4. RIGHT TO WORK IN THE UK**

|  |  |
| --- | --- |
| Please place an “X” in the box to confirm you have an existing right to work in the UK. |  |

**5. REFEREES**

Please supply two referees who can confirm your employment, one of whom should be your current or most recent employer. If you have yet to be employed, please provide an academic reference. References will only be taken with your prior consent and after the interview stage.

|  |  |
| --- | --- |
| **Referee 1:** | |
| **Name** |  |
| **Address** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Referee 2:** | |
| **Name** |  |
| **Address** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

**6. ADVERTISING**

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| --- |
| **Where did you see this vacancy advertised?** |
|  |

**7. DECLARATION**

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| --- | --- | --- | --- |
| **I declare that to the best of my knowledge the information provided on this form is correct and can be treated as part of any subsequent contact of employment:** | | | |
| **Signed:** |  | **Dated:** |  |

***- Please ensure the next section starts on a new page -***

**App No:**

**8. SCHOOL-LEVEL EDUCATION**

|  |  |
| --- | --- |
| **Qualification gained [*e.g., GCSE*]** |  |
| **Dates attended** |  |
| **Subjects and grades** |  |
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|  |  |
| --- | --- |
| **Qualification gained [*e.g., GCSE*]** |  |
| **Dates attended** |  |
| **Subjects and grades** |  |
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**9. UNIVERSITY-LEVEL EDUCATION [*if applicable*]**

|  |  |
| --- | --- |
| **Qualification** |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |
|  |  |
| **Qualification** |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |

**10. ACADEMIC/PROFESSIONAL QUALIFICATIONS [*if applicable*]**

|  |  |
| --- | --- |
| **Qualification** |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |
|  |  |
| **Qualification** |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |

**11. OTHER COURSES ATTENDED [*if applicable*]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Course Name** | **Grade/Result** |
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**12. WORK EXPERIENCE/PREVIOUS EMPLOYMENT**

This includes voluntary work. Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience/employment, please add this information to Question 15.

**Present or most recent employment:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Date From** |  |
| **Date To** |  |
| **Position** |  |
| **Address** |  |
| **Responsibilities/Activities** |  |
| **Reason for leaving [if applicable]** |  |

**Previous employment [***please put most recent first***]:**

|  |  |
| --- | --- |
| **Employer** |  |
| **Date From** |  |
| **Date To** |  |
| **Position** |  |
| **Reason for leaving [if applicable]** |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Date From** |  |
| **Date To** |  |
| **Position** |  |
| **Reason for leaving [if applicable]** |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Date From** |  |
| **Date To** |  |
| **Position** |  |
| **Reason for leaving [if applicable]** |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Date From** |  |
| **Date To** |  |
| **Position** |  |
| **Reason for leaving [if applicable]** |  |

**13. Supporting a Disabled Barrister**

Please explain how you would support a disabled barrister [*max 200 words*].

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**14. Success in this Role**

Please explain what success looks like in this role? [*max 200 words*].

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**15. A Career at the Bar**

Please explain how you are suited to a career with barristers in a professional environment [*max 200 words*].

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**16. Describe Yourself**

Please explain how you would describe yourself [*max 200 words*].

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|  |

**17. SKILLS, QUALITIES, KNOWLEDGE, AND EXPERIENCE**

Referring to the criteria listed below, please state how your skills, qualities, knowledge and experience make you a suitable candidate for this post [*max. 200 words for each point*]. Where possible, please provide examples of where you have shown the criteria.

|  |  |
| --- | --- |
| **Criteria** | **Suitability** |
| Excellent communication skills (verbal and written) and numeracy skills. |  |
| Ability to multi task and operate within a fast-paced and demanding environment. |  |
| A confident and positive attitude. |  |

|  |  |
| --- | --- |
| Ability to work on own initiative as well as part of a team. |  |
| Organised with attention to detail. |  |
| Previous experience of research and using law libraries |  |

|  |  |
| --- | --- |
| Demonstrable interest in supporting a disabled person in work |  |
| Good Drafting |  |

**18. CONTINUATION**

This should be completed only if you need more space in the other sections. Please ensure you include the numbers of the questions you are referring to:

|  |
| --- |
|  |