**APPLICATION FORM: ASSISTANT TO PUPIL BARRISTER**

**Closing date:**  Monday, 30th January 2023 **Closing time:** 09:00

**Please complete and return this Application Form to** **dh@danielholt.org****. Please ensure the email subject heading is: ‘Assistant to Pupil Barrister (Cover)’.**

***General notes***

* Daniel Holt strives to be an equal opportunities 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.
* Pages 1 and 2 will be separated from the rest of your application (which will be given a application number) for the short-listing process.
* Please do not make changes to the footer.
* Please contact me if you wish to discuss access adjustments or changes to the recruitment process that 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 application for employment, we will record and use the information which you provide for the purpose of dealing with your application and, if the application is successful, for establishing your personnel record. The information will not be kept any longer than is necessary for these purposes.*

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

**­­1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Preferred Name** |  |
| **Preferred Title**  |  |
| **Preferred Pronoun** |  |
| **Email Address** |  |
| **Mobile**  |  |

**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 which should be your current or most recent employer. If you have not been previously employed, please supply an academic reference. References will not be taken without 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 Pupil**

Please give details of how you would approach supporting a disabled pupil [*max 200 words*].

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|  |

**13. 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 working knowledge of Microsoft Office |  |

**15. CONTINUATION**

To be completed only if you have run out of space in any of the other sections. Please ensure you include the numbers of the questions you are referring to:

|  |
| --- |
|  |