

## APPLICATION FORM

### STAFF RECRUITMENT ROLE: PEOPLE BUSINESS PARTNER

**STRICTLY CONFIDENTIAL**

You will not be required to provide any additional information or attachments for this application. If you have any further details you would like to share, please use the text boxes below.

#### INFORMATION TO BE PROVIDED:

- Personal contact information
- Previous education and relevant qualifications
- Previous work experience
- Voluntary and extra-curricular experience
- Supporting information
- References
- To complete the Staff Diversity Monitoring questionnaire below  
<https://www.surveymonkey.co.uk/r/5PK9GPK>

Please insert the information requested on this form and return the completed form to Isi Onwukwe-Anyadike at [recruitment@doughtystreet.co.uk](mailto:recruitment@doughtystreet.co.uk).

<b>Full Name</b>
<b>Name of preference</b>
<b>Permanent Address</b>
<b>Mobile Phone</b>
<b>Email Address</b>
<b>Where did you find out about this vacancy</b>

**EDUCATION & QUALIFICATIONS\***

<u>Secondary school/ college/ university</u>	<u>From / To</u>	<u>Qualifications Gained</u>

**OTHER QUALIFICATIONS**

<u>Apprenticeships/ training</u>	<u>From / To</u>	<u>Qualifications Gained</u>

**PREVIOUS EMPLOYMENT**

Please give details of all previous employers listing the most recent first.

<u>Dates From/To</u>	<u>Employer</u>	<u>Position and Responsibilities</u>

**VOLUNTARY WORK AND HOBBIES**

Please give details of all voluntary work or extra-curricular activities which you are or have been involved in.

<u>Dates From/To</u>	<u>Organisation</u>	<u>Position and Responsibilities</u>


**SUPPORTING INFORMATION**

**TELL US ABOUT YOU (MANDATORY)**

**KEY APPLICATION QUESTIONS**

**VALUES**

- 1a. What values do you look for in an organisation and why is this important to you?
- 1b. How do your own values align with Doughty Street Chambers values and ethos? Why do you think this is appropriate for this role?
- 1c. Give us an example of how you have ensured that your organisation's values are embedded on a day to day basis?

**BUSINESS PARTNERING**

- 2a. What key skills differentiate a successful People Business Partner from other HR roles?
- 2b. Describe a situation where you used your skills as a Business Partner whilst working with a challenging stakeholder to do something that they don't agree with but you know is the most appropriate action?
- 2c. How did you measure your success in this situation and why?

**RECRUITMENT**

- 3a. What is the key to running a successful recruitment campaign and what do you look for from a successful candidate?
- 3b. How do you ensure that candidates remain engaged especially when they have a longer notice period?
- 3c. How do you convince a hiring manager to appoint a candidate that may not perceive to be the obvious choice?

**LEARNING AND DEVELOPMENT**

- 4a. Learning and development is often the last thought in an organisations strategic priorities, what have you done to change this and why?
- 4b. How did you ensure that people engaged in the process and make time to participate in learning opportunities?

4c. What were the key challenges implementing L & D in organisations and how do you measure continued success?

**CAREER MANAGEMENT**

5a. Annual appraisals are often seen as a tick box exercise, describe what steps you would take to redesign and implement a new Career Management or personal development and review process?

5b. What challenges do you anticipate and how would you embed the new process ensuring it is consistently applied?

5c. How would you overcome any issues and concerns and measure success?

**TELL US ABOUT YOU**

Why have you chosen to apply for this role at Doughty Street Chambers, and please explain why you are the right person for this role.

When considering your answer, please refer to the job description and our attributes that connect the staff team as listed [here](#).

(word count max. 1,000).

**ADDITIONAL INFORMATION  
(OPTIONAL)**

Please use this section to include any further supporting information that you wish to share about yourself. This may include any personal circumstances that may have affected you while at school, in previous employment, or may explain a career gap.

Some examples of mitigating personal circumstances are:

- Serious ill health or injury, including physical or mental ill health
- Neurodivergent conditions (please add details and date of diagnosis if applicable)
- The death or serious illness of a family member or close friend
- Serious housing, family or financial problems leading to significant stress.

Alternatively, please let us know if you would like to engage in a confidential conversation regarding this.

By providing the information contained within this application you are consenting to its use for processing your application.

I hereby declare that to the best of my knowledge the above information is true and accurate

Name:	Date:
Signature:	