

## APPLICATION FORM

### STAFF RECRUITMENT ROLE: : JUNIOR CIVIL BILLING CLERK

**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*		
<i>Secondary school/ college/ university</i>	<i>From / To</i>	<i>Qualifications Gained</i>


**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**

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.

## REFERENCES

Please give the names and addresses of two persons not related to you from whom references may be sought. One of these MUST be your present or a last employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

1. Name .....  
Address .....  
Tel. No. ....  
Occupation .....

2. Name .....  
Address .....  
Tel. No. ....  
Occupation .....

If you have not named your current employer (or if unemployed your previous employer) please state why. Please note that references will only be sought post interview if the panel is considering offering you an appointment.

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:	

Empty rectangular box at the top of the page.