

APPLICATION FORM

STAFF RECRUITMENT ROLE: OFFICE ASSISTANT

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.

Full Name

Name of preference

Permanent Address

Mobile Phone

Email Address

Where did you find out about this vacancy

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

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.

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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:	