KEATING CHAMBERS – APPLICATION FORM FOR STAFF ROLES

(Please complete all sections as fully as possible)

JOB ROLE	
Job role applied for:	
Date of application:	

PERSONAL DETAILS	
Name:	
Address (and post code):	
Telephone number home/mobile:	/
Email address:	

ACADEMIC HISTORY (Secondary Education)	
Secondary school(s) attended:	
(name/address)	
Dates	From:
	То:
	From:
	То:

ACADEMIC ACHIEVEMENTS		
Level (e.g. GCSE, A level etc.)	Subject	Grade achieved

HIGHER EDUCATION (if applicable)		
College/University attended	Dates of attendance	Qualification achieved (and level)

NON-ACADEMIC QUALIFICATIONS (E.g. awards, scholarships, non-academic training qualifications etc.)

EMPLOYMENT HISTORY	
Name of organisation:	
Job title:	
Dates worked (to/from):	
Description of duties:	
Reason for leaving:	
Name of organisation:	
Job title:	
Dates worked (to/from):	
Description of duties:	
Reason for leaving:	
Name of organisation:	
Job title:	
Dates worked (to/from):	
Description of duties:	
Reason for leaving:	

REFEREES

(Please give the name, position and contact details of two referees. Preferably these should both be former or existing employers and at the very least one of them)

Referee 1 (name, organisation, position in organisation and contact details)	
Referee 2 (name, organisation, position in organisation and contact details)	

Please state the primary reasons behind your application for the role being applied for

Please state why you feel you are suitable for the role being applied for

Personal interests and achievements

Any other details relevant to application (please include details of any assistance or reasonable adjustments you may require to be made for the application process, or for the interview process)

DECLARATION:

I confirm that the information provided in this application is both truthful and accurate. I have not omitted any facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and understand that it may form the basis of any subsequent personnel file.

Signed:

Print name: _____

Dated:

Keating Chambers is required under the Code of Conduct for Barristers Chambers to carry out equality monitoring on all staff applications by gender, ethnic group and disability. Please complete the following:

r lease complete the following.	
Gender - What is your gender?	
Male	
Female	
Prefer not to say	
What is your ethnic group?	
Asian/Asian British	
Bangladeshi	
Chinese	
Indian	
Pakistani	
Any other Asian background (please enter)	
Black/ African/ Caribbean/ Black British	
African	
Caribbean	
Any other Black/ Caribbean/ Black British (please	
enter)	
White	
British/English / Welsh / Northern Irish / Scottish	
Irish	
Gypsy / Irish Traveller	
Any other White background (please enter)	
Other ethnic group	
Arab	
Any other ethnic Group (please enter)	
Prefer not to say	
Disability	
The Equality Act 2010 defines a disabled person	
as someone who has a mental or physical	
impairment that has a substantial and long-term	
adverse effect on the person's ability to carry out	
normal day-to-day activities. Where a person	
has such impairment but its effects are	
controlled by treatment (for example	
medication, a physical aid or counselling), the	
effects of the impairment are to be assessed as	
though the treatment were not being provided.	
Do you consider yourself to have a disability	
according to the definition in the Equality Act?	
Yes	
No	
Prefer not to say	