

## APPLICATION FORM: ASSISTANT PRACTICE MANAGER (Planning Environment & Property Law Team)

**Closing date:** Wednesday, 6 December 2023

**Closing time:** 12:00pm (noon)

**Please complete and return this Application Form, together with your completed Equality and Diversity Form, to [recruitment@39essex.com](mailto:recruitment@39essex.com). Please ensure the email subject heading is: “Assistant Practice Manager – PEP Team”.**

### **General notes**

- 39 Essex Chambers 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.
- Please do keep to word limits.
- Feel free to use bullet points or lists where appropriate.
- Pages 1 and 2 will be separated from the rest of your application (which will be given a reference number) for the short-listing process.
- Please do not make changes to the document footer.
- Please contact us if you wish to discuss reasonable adjustments or anything else relating to a disability in respect of the recruitment process.
- Please complete and return the Equality and Diversity Form for monitoring purposes.
- CVs will not be considered.
- We 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. Please review our [Privacy Notice](#). Personal data provided in the Equality & Diversity Monitoring Form will be recorded and used for the purpose of monitoring our Equality & Diversity Policy, and for statistical purposes.*

Reference No (office 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.	<input type="checkbox"/>
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**5. ARTIFICIAL INTELLIGENCE (A.I.)**

Please place an "X" in the box to confirm that you have not employed the use of A.I. to answer any of the questions below or otherwise generate this application.	<input type="checkbox"/>
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## 6. 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	

## 7. ADVERTISING

Where did you see this vacancy advertised?

## 8. DECLARATION

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 -*

9. SCHOOL-LEVEL EDUCATION

Qualification gained [ <i>e.g.</i> , GCSE]	
Dates attended	
Subjects and grades	

Qualification gained [ <i>e.g.</i> , GCSE]	
Dates attended	
Subjects and grades	

10. UNIVERSITY-LEVEL EDUCATION [*if applicable*]

Qualification	
Name of institution	
Dates attended	
Grade / Result	
<hr/>	
Qualification	
Name of institution	
Dates attended	
Grade / Result	

### 11. ACADEMIC/PROFESSIONAL QUALIFICATIONS *[if applicable]*

Qualification	
Name of institution	
Dates attended	
Grade / Result	
Qualification	
Name of institution	
Dates attended	
Grade / Result	

### 12. OTHER COURSES ATTENDED *[if applicable]*

Date	Course Name	Grade/Result

### 13. 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 <i>[if applicable]</i>	

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]	

#### 14. CAREER ASPIRATIONS FOR FUTURE EMPLOYMENT

Please give details of your aspirations for future employment [*max 200 words*].

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## 15. 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
<b>Excellent communication skills (verbal and written), and good numeracy skills.</b>	
<b>Ability to multi task and operate within a fast-paced and demanding environment.</b>	
<b>A confident and positive attitude.</b>	

<p><b>Ability to work on own initiative as well as part of a team.</b></p>	
<p><b>Good IT skills, including Microsoft Office.</b></p>	
<p><b>Demonstrable interest in the practice areas covered by our Planning, Environment and Property Law Team.</b></p>	



**Previous experience in a barristers' chambers or other professional services environment (preferred).**

## 16. 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: