

APPLICATION FORM

ASSISTANT PRACTICE MANAGER-COMMERCIAL AND CONSTRUCTION

Closing date: Monday, 26 October 2026 **Closing time:** 08:00 am

Please complete and return this Application Form, together with your completed Equality and Diversity Form, to recruitment@39essex.com. Please ensure the email subject heading is: “APM – Commercial and Construction”.

39 Essex Chambers is an Equal Opportunities Employer. Our culture is open and supportive, and we are committed to equality, diversity and inclusion. We encourage and welcome applications from people of the global majority, those with disabilities, members of the LGBTQIA+ community, women and candidates from groups which are under-represented in the legal sector.

General notes

- When answering questions:
 - Think about all the different kinds of work and non-work experiences you have had, and provide examples if you can.
 - Keep to word limits.
 - Feel free to use bullet points or lists where appropriate.
- Please do not make changes to the document footer.
- The front pages of this form will be separated from the rest of your application and will be given a reference number for the short-listing process, to ensure anonymity.
- 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.
- Please note, 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 position we will need to see documents, such as a passport, which confirm your identity and right to work.

Artificial Intelligence (AI)

AI can be a useful tool to support you in your application. However, we value authenticity and transparency; all examples and statements provided must be truthful, accurate and taken directly from your own experience. It is generally acceptable to use AI for grammar and spell checking, to help you refine your ideas and thoughts, and structure your answers and to undertake research.

It is generally not acceptable to use AI to fabricate or inflate your skills and experience, create generic responses and copy these into your application, or to rely on AI for information without checking its accuracy.

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.	
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5. 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	
Relationship	
Telephone	
Email	

Referee 2:	
Name	
Relationship	
Telephone	
Email	

6. ADVERTISING

Where did you see this vacancy advertised?

7. AI DECLARATION

Please tick one box:

- ☐ **No AI Use:** I have not used any Artificial Intelligence tools (such as ChatGPT, Claude, or similar) in preparing any part of this application.
- ☐ **Limited AI Use:** I have used AI tools in a limited capacity as described above, but all substantive content, examples, and analysis are my own work and accurately represent my experience and capabilities.
- ☐ **Significant AI Use:** I have used AI tools extensively in preparing this application.

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	

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

Qualification	
Name of institution	
Dates attended	
Grade / Result	
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 16.

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 <i>[if applicable]</i>	

Employer	
Date From	
Date To	
Position	
Reason for leaving <i>[if applicable]</i>	

14. CAREER ASPIRATIONS FOR FUTURE EMPLOYMENT

Please give details of your aspirations for future employment, and how this role supports your aspirations. [*max 200 words*].

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
Resilient, and able to work effectively in a fast-paced and demanding environment.	

A positive and confident attitude, and committed to providing a professional and quality service.	
Strong attention to detail and good organisational skills.	

Able to work both independently and as part of a team.	
Confident in using Microsoft Office Suite.	

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: