|  |  |  |
| --- | --- | --- |
| **T:\HR FOLDER\PROJECT WORK\Pension Consultation\CMYK logo no borders.jpg** | *For office use only:* |  |

**APPLICATION FORM**

Please either type directly onto this form using *Microsoft Word* or print out and complete the form in black ink. It is essential that you read the guidance notes provided before you complete your application.

|  |  |
| --- | --- |
| **Application for Employment as:** |  |

**A EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** | | **Employer:** | |
|  | |  | |
| **Date from:** | | **Date to (if applicable):** | |
|  | |  | |
| **Salary (£) & benefits:** | | | |
|  | | | |
| **Brief description of duties, responsibilities & reason for leaving:** | | | |
|  | | | |
| **Previous posts held (starting with the most recent):** | | | |
| **Job title:** | **Employer:** | **Dates (from/to):** | **Brief description of duties and responsibilities:** |
|  |  |  |  |

**B OTHER EXPERIENCE**

|  |  |
| --- | --- |
| **Please provide details of other experiences that are relevant to this post e.g., voluntary, community activities.** | |
| **Dates (from-to):** | **Activity** |
|  |  |

**C EDUCATION/TRAINING**

|  |  |  |
| --- | --- | --- |
| **Further/higher education:** | **Dates from/to:** | **Qualifications/grade:** |
|  |  |  |
| **Secondary education:** | **Dates from/to:** | **Qualifications (date & grade):** |
|  |  |  |
| **Other relevant training, professional qualifications or work-related skills** | | |
|  | | |
| **Are you undertaking any course of study at present? (if so, please give details)** | | |
|  | | |
| **Do you have membership of any professional bodies? (if so, please give details)** | | |
|  | | |
| It is Middle Temple’s policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. | | |

**D RELEVANT KNOWLEDGE, SKILLS & EXPERIENCE**

|  |
| --- |
| **Candidates are advised to read the Job Description & Person Specification. Selection for interview is based solely on the information you provide in this application and because this section requires you to clearly set out how your knowledge, skills & experience make you suitable for the post, it is extremely important in deciding whether you will be invited to interview. You should address each part of the Person Specification *in order*, *using the numbered criteria in the Person Specification and clearly demonstrate how far you meet each one*. To do this, you should give examples where possible from previous jobs, volunteering, training etc that show the panel how far you meet each criterion. It will not be sufficient for example, to simply say, ‘I have experience of…’, ‘I am committed to…’ or ‘I am able to…’ etc.**  **This section must be *no more than three sides of A4* and in a font no smaller than 10 point.** |
|  |

**E REFEREES**

Applicants should provide, in the space below, the names and addresses of two referees. The first should be your current or most recent employer and the second should be the employer prior to that. If you have not worked you may wish to give the names of teachers, lecturers or other professionals who are able to comment. The Middle Temple does not accept references from friends or relatives. Please do not leave any part of this section incomplete.

|  |  |
| --- | --- |
| **1. Name & job title:** | **2. Name & job title:** |
|  |  |
| **Address (inc. postcode):** | **Address: (inc. postcode)** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email**: |
|  |  |
| **Relationship to referee:** | **Relationship to referee:** |
|  |  |

Please note that references are only taken up for successful candidates after interview.

|  |  |  |
| --- | --- | --- |
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**F PERSONAL DETAILS**

This section, and the Equal Opportunities Monitoring Form that follows, will be detached and not used in the shortlisting/selection process with one exception as outlined in *Disabilities* below.

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Email address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Mobile telephone number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Details** | | | |
| What is the notice period required in your present post? |  | | |
| Do you have the right to work in the UK? | | Yes | No |
| If you have a work permit, what is the date of expiry? |  | | |
| Where did you see the advertisement for the post? |  | | |
| **Rehabilitation of Offenders Act 1974 -** Do you have any convictions or cautions that you consider are NOT SPENT or actions pending? | | Yes | No |
| If YES, please give details. |  | | |

|  |  |  |
| --- | --- | --- |
| **The Equality Act 2010 -** defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. The Middle Temple has a commitment to shortlist for interview all applicants who indicate in their application that they have a disability and who demonstrate that they meet all of the criteria in the person specification. | | |
| Do you have a disability? | Yes | No |

**G DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations (GDPR) 2018. Individuals have on written request [& on payment of a fee] the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct and consent to the Middle Temple processing the data supplied for the purpose of recruitment and selection.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
|  |  |

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**EQUAL OPPORTUNITIES MONITORING FORM**

The Middle Temple is committed to equality in employment. Our aim is to ensure equality for all existing and prospective employees and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The information you provide will be used for statistical and monitoring purposes only. It will be treated in confidence and is subject to the provisions under the current Equality Legislation and GDPR. If completing electronically double-click  & select, ‘Checked’ to indicate your response.

|  |  |
| --- | --- |
| **LAST NAME:** |  |
| **FIRST NAME:** |  |
| **DATE OF BIRTH:** |  |
| **POST APPLIED FOR:** |  |

1. **Gender - Which of the following best describes your gender?**

|  |  |  |  |
| --- | --- | --- | --- |
| Male | Female | Prefer not to say | Prefer to self-describe |
| Option to self-describe: |  | | |

1. **Sexual Orientation - Which of the following best describes your sexual orientation?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bi | Gay / Lesbian | Heterosexual / Straight | Prefer not to say | Prefer to self-describe |
| Option to self-describe: | |  | | |

1. **Gender Identity – Do you identify as trans?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Prefer not to say | Prefer to own term |
| Option to self-describe: |  | | |

|  |  |
| --- | --- |
| 1. **Ethnicity – what is your ethinc group?** | 1. **Religion & belief – what is your religion?** |
| Arab  Asian or Asian British: Indian  Asian or Asian British: Pakistani  Asian or Asian British: Bangladeshi  Asian or Asian British: Chinese  Asian or Asian British: Other  Black or Black British: African  Black or Black British: Caribbean  Black or Black British: Other  Mixed: White & Black Caribbean  Mixed: White & Black African  Mixed: White & Asian  Mixed: Other  White: British  White: Irish  White: Other  Other ethnic group or you prefer an alternative definition, please specify:  Prefer not to say | Buddhist  Christian  Hindu  Jewish  Muslim  Non-religious (atheist, Humanist etc)  Sikh  Other  Prefer not to say  Prefer to self-describe, please specify:  Prefer not to say |

1. **Disability – Do you consider yourself to have a disability?**

|  |  |  |  |
| --- | --- | --- | --- |
| The Equality Act 2010defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. The Middle Temple has a commitment to shortlist for interview all applicants who indicate that they have a disability and who demonstrate that they meet all of the criteria in the person specification. | | | |
| Do you have a disability? | | Yes | No |
| If YES, please give brief details of the effects of your disability on your day-to-day activities, and any other information that may help us to accommodate your needs and meet our obligations under the Equalities Act 2010: |  | | |

1. **Dependents – Are you a Carer?**

|  |  |  |  |
| --- | --- | --- | --- |
| Carers are people with caring responsibilities that have a substantial impact on their working lives. They provide care for or support disabled, elderly or sick partners, relatives or friends who are unable to care for themselves. | | | |
| Are you a carer? | Yes | No | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have responsibility for other dependants? (e.g. children) | Yes | No | Prefer not to say |

1. **Age**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 16-24 | 25-34 | 35-44 | 45-54 | 55-64 | 65+ | Prefer not to say |

**DATA PROTECTION & DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulations 2018. Individuals have on written request (& on payment of a fee) the right of access to personal data held about them. Any false, incomplete or misleading statements may lead to dismissal. **I consent to the Middle Templet processing the data supplied in this application form for the purpose of recruitment and selection.**

|  |  |
| --- | --- |
| **SIGNATURE:** |  |
| **DATE:** |  |

Please send your completed Application & Equal Opportunities Monitoring Form (by the closing date) to [**recruitment@middletemple.org.uk**](mailto:recruitment@middletemple.org.uk) or via post to Human Resources Department, The Honourable Society of the Middle Temple, Ashley Building, Middle Temple Lane, London EC4Y 9BT.