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| For office use only  Date received:  Received by (initials): | C:\Users\kpeters\Desktop\pegasusnew1.jpg |

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| JOB APPLICATION FORM |

|  |  |
| --- | --- |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

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| --- |
| PERSONAL DETAILS |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| Email address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes |  | No |  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you previously been invited for an interview with, or employed by, the Inner Temple? | Yes |  | No |  |
| If yes, please state position(s) applied for / held: | | | | |
| EDUCATION/QUALIFICATIONS | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| College/University | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional Development | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |

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| Training and Development | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

|  |  |
| --- | --- |
| Training Course | Course Details  (including length of course/nature of training) |
|  |  |

|  |
| --- |
| Current Membership of any Professional Body/Organisation |
| Please give details: |

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| --- |
| EMPLOYMENT HISTORY |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**CURRENT OR MOST RECENT EMPLOYER**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period or Leaving Date (if no longer employed): |  |

|  |
| --- |
| Brief description of duties: |
|  | |

**PREVIOUS EMPLOYER**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  | | --- | | Postcode: | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Reason for leaving: |  |

|  |
| --- |
| Brief description of duties: |
|  | |

Continue on separate sheet if necessary

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| Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. |
|  |
| Continue on a separate sheet if necessary |

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| Convictions/ Disqualifications |

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| Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions. |

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| **Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:** |

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| --- |
| Reasonable Adjustments/Arrangements for Interview |

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| --- |
| Please contact us if you need the application form in an alternative format or let us know if you need any adjustments for the interview. |

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| --- |
| References |

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| --- |
| Please give the names and addresses of two referees. |

|  |  |
| --- | --- |
| Reference 1 | Reference 2 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | No |  | |
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| Declaration |

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| --- |
| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I agree that the Inner Temple can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
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| Candidates selected for interview will normally be notified within four weeks of the closing date.  If you return this form by email, you will be asked to sign your application at interview. |

|  |  |
| --- | --- |
| Submitting your application | |
| By Hand or Post:  Head Gardener  The Honourable Society of the Inner Temple  London EC4Y 7HL | By Email:  [pottingshed@innertemple.org.uk](mailto:pottingshed@innertemple.org.uk)  Enquiries:  020 7797 8243 |