**APPLICATION FORM: EXECUTIVE ASSISTANT TO DANIEL HOLT (COVER)**

**Closing date:**  Friday, 31st May 2024  **Closing time:** 09:00

**Please complete and return this Application Form to** **dh@danielholt.org****. Please ensure the subject of the email is ‘Executive Assistant to Daniel Holt’.**

***General notes***

* Daniel Holt strives to be an equal opportunity 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.
* For the short-listing process, pages 1 and 2 will be separated from the rest of your application (which will be given an application number).
* Please keep the footer the same.
* Please contact me if you wish to discuss access adjustments or changes to the recruitment process that will enable you to fulfil your potential.
* CVs will not be considered.
* I 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 employment application, I will record and use the information you provide to process your application and establish your personnel record if the application is successful. The information will not be kept any longer than necessary for these purposes.*

**Application No (internal 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**

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| --- | --- |
| Please place an “X” in the box to confirm you have an existing right to work in the UK. |  |

**5. REFEREES**

Please supply two referees who can confirm your employment, one of whom should be your current or most recent employer. If you have yet to be employed, please provide an academic reference. References will only be taken with your prior consent and after the interview stage.

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| --- |
| **Referee 1:**  |
| **Name** |  |
| **Address**  |  |
| **Town** |   |
| **County** |  |
| **Postcode** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

|  |
| --- |
| **Referee 2:**  |
| **Name** |  |
| **Address** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Country** |  |
| **Telephone** |  |
| **Email** |  |

**6. ADVERTISING**

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| **Where did you see this vacancy advertised?**  |
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**7. DECLARATION**

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| **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 -***

**App No:**

**8. SCHOOL-LEVEL EDUCATION**

|  |  |
| --- | --- |
| **Qualification gained [*e.g., GCSE*]** |  |
| **Dates attended** |  |
| **Subjects and grades** |  |
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| --- | --- |
| **Qualification gained [*e.g., GCSE*]** |  |
| **Dates attended** |  |
| **Subjects and grades** |  |
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**9. UNIVERSITY-LEVEL EDUCATION [*if applicable*]**

|  |  |
| --- | --- |
| **Qualification**  |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |
|  |  |
| **Qualification**  |  |
| **Name of institution**  |  |
| **Dates attended** |  |
| **Grade / Result** |  |

**10. ACADEMIC/PROFESSIONAL QUALIFICATIONS [*if applicable*]**

|  |  |
| --- | --- |
| **Qualification**  |  |
| **Name of institution** |  |
| **Dates attended** |  |
| **Grade / Result** |  |
|  |  |
| **Qualification**  |  |
| **Name of institution**  |  |
| **Dates attended** |  |
| **Grade / Result** |  |

**11. OTHER COURSES ATTENDED [*if applicable*]**

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| --- | --- | --- |
| **Date** | **Course Name** | **Grade/Result** |
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**12. 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 [if applicable]** |  |

**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]** |  |

**13. Drafting Exercise**

Please provide Advice summarising the facts, law, and prospects of success in responding to the following scenario. Your Advice should be at most two pages, with 12-point font and 1.5 spacing. Please consider the *Equality Act 2010 (Disability) Regulations 2010* and the relevant case law.

*Liam is a Year 6 pupil at Younguns Primary School (“the school”) in the London Borough of New York. He has had an Education, Health, and Care Plan (“EHCP”) for approximately three years. On 4 December 2023, Liam received a 3-day internal suspension following allegations made by female classmates that he had been touching their private areas since the beginning of the year. His dad explains that Liam often connects with touching and has sensory needs. When you asked why the school had not informed you earlier, the school said they were also unaware of what was happening.*

*Following the internal suspension, the school made a social services referral. However, social services said that Liam did not meet their threshold for intervention and de-escalated him, suggesting that his needs should be met at school and a strategy should be implemented. Dad then met the school but disagreed with some of their proposed interventions. Not long after this meeting on 19 December 2023, Dad was notified that Liam was excluded from school for the next day, 20 December 2023, the final day of the school term before Christmas. In his letter, the Headteacher explained that this was for touching several girls in their private areas and that the exclusion was on health and safety grounds.*

*A further five days were added to this exclusion in a letter you received during the school’s Christmas holidays on 21 December 2023. The Headteacher explained that Liam's behaviour was “serious”, requiring the school to work extensively during the holiday period to liaise with various agencies to consider what provision must be put in place to enable Liam to return to school safely.*

*Liam’s dad is considering challenging the lawfulness of the exclusion.*

**14. Supporting a Disabled Barrister**

Please explain how you would support a disabled barrister [*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** |
| Excellent communication skills (verbal and written) and numeracy skills. |  |
| Ability to multi task and operate within a fast-paced and demanding environment.  |  |
| A confident and positive attitude. |  |

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| --- | --- |
| Ability to work on own initiative as well as part of a team. |  |
| Organised with attention to detail. |  |
| Previous experience of research and using law libraries |  |

|  |  |
| --- | --- |
| Demonstrable interest in supporting a disabled person in work |  |
| Good Drafting |  |

**16. CONTINUATION**

This should be completed only if you need more space in the other sections. Please ensure you include the numbers of the questions you are referring to:

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| --- |
|  |