

Application form
number *(to be completed by
Garden Court Chambers)*



Closing date: 4pm, 7 April 2026

Application for Repro Assistant/Junior Clerk

Name

Address

Postcode

Telephone number(Home)

Mobile:

Email address

NOTES FOR COMPLETION – PLEASE READ CAREFULLY!

Please complete all sections of this form. The information you provide in sections 1, 2 and 3 will be used in assessing whether you meet the criteria listed on the person specification. Only those who meet these criteria will be invited for interview.

In section 3 it is not sufficient to say that you have the relevant skills or experience, you should describe the skills and experience you have and explain how you acquired them using specific examples of how you applied them in practice.

Your application will be evaluated according to the range and depth of the detail in the answers you give so it is important that you take time and care in completing this section.

1. Employment - Please give details of past and present employment

Current or most recent salary: £

<u>Employer</u>	<u>Dates</u>	<u>Job title and main duties</u>

2. Educational qualifications (please list GCSE level subjects and above or equivalent and any other relevant qualifications)

<u>Qualification</u>	<u>Subject</u>	<u>Grade</u>	<u>Date</u>

3. Knowledge and experience The headings below refer to the skills and experience required for this post. Please explain how you have demonstrated the relevant skills and experience in practice by giving several clear and specific examples under each heading. These can be from paid or voluntary work or from school, college or social activities. Please make sure that you complete all the boxes. *You can continue on a separate sheet if necessary.*

Administrative experience

A calm, patient approach to work in a very busy environment

Ability to work unsupervised on regular tasks and ensure that they are completed on time

Neatness and accuracy and a methodical approach to work

Ability to communicate effectively

4. Interests and Hobbies. Please tell us a little bit about yourself and your personal interests

In the box below please write about 150 – 200 words telling us why you would like this role and what your plans are for your future career. We will be looking at how you present this information to assess your written skills.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response. The box is positioned centrally below the instruction text and occupies most of the page's vertical space.

4. References

Name

Name

Address

Address

Postcode

Postcode

Telephone number

Telephone number

Email address

Email address

How did you find out about this vacancy? (please tick the relevant box)

- a. An advert on the IBC website
- b. Garden Court website
- c. Other (please state)

.....

Please confirm that all the information you have given in this application is true to the best of your belief. You will be required to sign this form if called to interview.

Signed:

Please return the application form with the equal opportunities form to:

dylans@gclaw.co.uk