



**GATEHOUSE**  
CHAMBERS

## Application Form

**Office Assistant**  
May 2026  
Confidential

This form is for an application for a role as an Office Assistant at Gatehouse Chambers.

**Applications can be submitted until** midnight on Sunday 14 June 2026.

*Please complete this form and once we received your completed application, we will send a link to complete the Diversity Monitoring survey. The survey is anonymous and will not form part of your application.*

*Your application will be considered on its merits alone and the evidence that you can give against the competencies and questions to support your application. Your personal details will be removed and unseen by the sifting panel. Please answer the form as fully as you can, giving examples where possible.*

We would prefer you to email the completed forms to:  
[jobs@gatehouselaw.co.uk](mailto:jobs@gatehouselaw.co.uk).

All personal data of unsuccessful applicants will be destroyed, in line with our GDPR policy, within three months of the end of the recruitment process.

For any queries about your application, please contact our Head of HR, Aphrodite Maratheftis on [aphrodite.maratheftis@gatehouselaw.co.uk](mailto:aphrodite.maratheftis@gatehouselaw.co.uk).

At Gatehouse Chambers, we aim to attract people to apply to join our team from a wide and diverse pool of people, and to achieve that aim we advertise widely. For monitoring purposes, please tell us how you heard about this job:

- |                            |                          |
|----------------------------|--------------------------|
| Ethnic Jobsite             | <input type="checkbox"/> |
| Gatehouse Chambers website | <input type="checkbox"/> |
| Linked In                  | <input type="checkbox"/> |
| Other (please specify)     | Enter text.              |



**GATEHOUSE**  
CHAMBERS

**Personal details**

Enter text.  
Full name: Enter text.  
Address: Enter text.  
Post code: Enter text.  
Contact Telephone No: Enter text.  
Email address: Enter text.

**Declaration**

I declare that the information provided on this form is correct and that I am entitled to work in the UK.

Signature

Date

**References**

References will be requested if you are offered a position. We will then ask you to provide two names and addresses of people who can confirm your employment, one of which should be your present or most recent employer. **We will not take up your references without your permission.**

**Completing this box will help us to make any necessary adjustments for an interview, whether it is by video or in person, if you are selected.**

Are there any adjustments or special requests we should know about? If so, please specify below and we will do our best to accommodate them:

**All of our application forms are anonymised before the panel who shortlist, see them.** Therefore, the information provided on pages 1 and 2 of this form are not seen by that panel.



**GATEHOUSE**  
CHAMBERS

**CANDIDATE NO:**  
**For Admin to fill in**

**Education and qualifications**

Please give the name of your school/college and details of the qualifications and grades achieved

| <b>School/ college</b> | <b>Subject(s)</b> | <b>Grade/ qualification</b> |
|------------------------|-------------------|-----------------------------|
|------------------------|-------------------|-----------------------------|

**Secondary School:**

Enter text.  
Enter text.  
Enter text.

Enter text.  
Enter text.  
Enter text.

Enter text.  
Enter text.  
Enter text.

**Academic/Professional:**

Enter text.  
Enter text.

Enter text.  
Enter text.

Enter text.  
Enter text.

Enter text.

Enter text.

Enter text.

**Other courses attended/tertiary:**

Enter text.  
Enter text.  
Enter text.

Enter text.  
Enter text.  
Enter text.

Enter text.  
Enter text.  
Enter text.

**Employment history**

Please list your employment history, including any voluntary experience, in date order **starting with your present or most recent job**. Continue on an additional sheet if required.

| <b>From</b>   | <b>To</b>     | <b>Details</b>   |
|---------------|---------------|--|
| Enter a date. | Enter a date. | Employer's name:<br>Enter text.<br>Duties & responsibilities:<br>Enter text.<br>Final salary:<br>Enter text. |
| Enter a date. | Enter a date. | Employer's name:<br>Enter text.<br>Duties & responsibilities:  |



**GATEHOUSE**  
CHAMBERS

Enter text.

Final salary:

Enter text.

Enter a  
date.

Enter a  
date.

Employer's name:

Enter text.

Duties & responsibilities:

Enter text.

Final salary:

Enter text.

**Experience/ skills/ additional information**

Please set out below how your past experiences make you a suitable candidate for this post. Please give a brief description and **examples** of your experience/knowledge to demonstrate your suitability to meet the following criteria for the role.

1. Undertaking a varied range of administrative and office duties efficiently and accurately under pressure

Enter text.

2. Working as part of a team to provide a service to people

Enter text.

3. Ability to prioritise and communicate effectively

Enter text.



**GATEHOUSE**  
CHAMBERS

4. This is a very physical job. Ability to undertake the many physical tasks essential for this job

Enter text.

5. The ability to build relationships with a range of different people, including colleagues and professional clients

Enter text.

**Notes**

**Thank you for completing the application form. On receipt of your completed form, you will be asked to fill in the Gatehouse Chambers diversity monitoring form.**

Completed application forms should be emailed to [jobs@gatehouselaw.co.uk](mailto:jobs@gatehouselaw.co.uk)