**PUPILLAGE APPLICATION FOR PUPILLAGE/S TO COMMENCE 4 SEPTEMBER 2023**

Congratulations on your achievements so far. You have arrived at the point where you have to move from your academic studies to establish a foothold in the profession, in your ambition to become a barrister. This is a highly competitive and crucial step. We will base our decision as to whether or not to invite you for interview using the information you provide in Part A. The fields for responses will expand automatically as you type. Thank you for the time and effort you will expend in completing your application.

We are committed to equal opportunities and select pupils solely on merit, irrespective of sex, race, colour, ethnic or national origin, marital status, disability, sexual orientation, gender reassignment, pregnancy, maternity, religion, belief or age. In order to help us achieve this objective please ensure you complete this form to your best advantage.

Please note the following:-

Your application must be submitted by email by **2pm on 9th February 2022 to pupillage23@fieldcourt.co.uk.** Time is strictly of the essence. **Applications that are not submitted to this email address by this deadline will not be considered.**

In the event of difficulties, please telephone 020 7405 6114 and ask to speak to Holly Savell or email [Holly.Savell@fieldcourt.co.uk](mailto:charlotte.crane@fieldcourt.co.uk) ***in sufficient time for you to comply with the deadline***

Please do not attach a CV or covering letter: information other than in your application will not be considered.

Part B is voluntary but it would be helpful for the internal assessment of our recruitment policy if you were able to complete this section.

You will receive an automatic response acknowledging receipt of your form. Due to the high number of applications received we do not provide feedback on individual applications.

**PART A – APPLICATION FORM**

|  |  |
| --- | --- |
| 1. **GENERAL DETAILS** | |
| **1a. Correspondence Details** | |
| Title (Mr, Mrs, Ms, etc.) |  |
| First name |  |
| Surname |  |
| House number / name |  |
| Street |  |
| Area |  |
| Town / City |  |
| Postcode |  |
| Tel no. (mobile preferred) |  |
| Email address |  |

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| --- |
| **1b. Immigration Status** |
| Do you have a permanent right of residence in the UK? **YES/NO** |
| Do you have a right to work in the UK? **YES/NO** |
| If the answer to either or both of these questions is ‘no’ please provide further details below of your immigration status and entitlement to undertake pupillage and/or work as a self-employed barrister (if offered a tenancy on completion of pupillage). |
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| --- | --- | --- | --- | --- |
| 1. **EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS** | | | | |
| **2a. Undergraduate Degree(s)** | | | | |
| Degree title | Grade | Date of qualification | Name and address of institution | |
|  |  |  |  | |
| **2b. Post-graduate Degree(s)** | | | | |
| Degree title | Grade | Date of qualification | Name and address of institution | |
|  |  |  |  | |
| **2c. Diploma in Law (GDL)** | | | | |
| Name and address of institution | | | Grade | Date of qualification |
|  | | |  |  |

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| --- | --- | --- | --- | --- | --- |
| **2d. BPTC (if not yet completed please enter tbc and expected completion date)** | | | | | |
| Name and address of institution | | | Grade | | Date of qualification |
|  | | |  | |  |
| **2e. Other Exam Results Awaited**  If you are expecting to receive exam results following the submission of this application, please provide details below. Please submit evidence of the results to us once you have received them. | | | | | |
| Subject/Qualification | | Date results due | Name and address of institution | | |
|  | |  |  | | |
| **2f. Other Notable academic achievements (please limit your answer to 300 words)** | | | | | |
|  | | | | | |
| **2g. Notable non-academic achievements (please limit your answer to 300 words)** | | | | | |
|  | | | | | |
| **2h. Is there anything affecting your academic record you feel we should take into account? (please limit your answer to 300 words)** | | | | | |
|  | | | | | |
| **2i. Proficiency in Languages other than English** | | | | | |
| Language | Oral fluency (basic, good, very good, excellent) | | | Written fluency (basic, good, very good, excellent) | |
|  |  | | |  | |

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| --- | --- | --- | --- | --- | --- |
| 1. **SIGNIFICANT PREVIOUS EMPLOYMENT AND EXPERIENCE** | | | | | |
| **3a. Mini-Pupillage Programmes/Marshalling**  Please provide details of up to **three** mini-pupillage programmes or marshalling you have completed. If you have undertaken more than three please choose the three that you consider are most relevant to this application | | | | | |
| Name and address of Chambers/Court | | Dates of placement | | Brief description of experience gained | |
|  | |  | |  | |
| **3b. Other Legal Placements/Work Experience (voluntary or paid)**  Please provide details of any other legal placements or work experience you have completed. | | | | | |
| Name and address of organisation | | Dates of placement/ employment | | Brief description of experience gained and its relevance to this application. | |
|  | |  | |  | |
| **3c. Please provide details of significant non-legal employment/voluntary work that you consider relevant to this application.** | | | | | |
| Title | Dates of employment | | Name and address of employer | | Brief outline of your responsibilities and transferable skills you consider relevant to this application. |
|  |  | |  | |  |
| **3d. Advocacy, Mock Trials and Mooting Experience**  Please provide details of up to 3 examples of your experience in mock trials, moots, and any other legal advocacy experience. Provide your placing in the competition where relevant. | | | | | |
|  | | | | | |
| **3e. Debating and other Experience of Public Speaking**  Please provide details of your experience in Debating and other Public Speaking | | | | | |
|  | | | | | |

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| 1. **SKILLS** |
| ***When completing the following sections, applicants should include examples of them exhibiting the relevant qualities, skills or characteristics.*** |
| **4a. Motivation and Determination:** A career as a barrister, while rewarding, is extremely demanding and requires hard work, resilience, and dedication. Why do you wish to be a barrister and in what ways do you possess these qualities needed to succeed? (400 word limit) |
|  |
| **4b. Communication skills:** Barristers must be able to convey complex arguments in a manner that is clear and persuasive, whatever the audience. Please detail an example where you were able to demonstrate such a skill, highlighting the important components of good communication and how they were so utilised. (400 word limit) |
|  |
| **4c. Interpersonal skills:** As a barrister you must be able to work effectively with others, whatever their role or background, in a wide variety of contexts. Please give at least two examples of the use of such skills, identifying how they were effectively implemented in the relevant situations. (400 word limit) |
|  |
| **4d. Initiative:** As a tenant at Field Court Chambers, you will be expected to build a successful practice and to rise quickly and effectively to the often unanticipated demands and challenges of day-to-day life at the Bar. Please explain how you would grow your practice and respond to these challenges through pupillage and during early tenancy. (400 word limit) |
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| **5. Referees** |
| In the event that you are shortlisted for interview you will be asked to provide up to 2 referees which Chambers may contact in due course. |
| **6. DECLARATION** |
| 1. The facts, matters and information I have provided in this application are true to the best of my knowledge. (2) I agree to conduct myself in accordance with relevant protocols should I receive an offer of pupillage as a result of my application   **Signed:**  **Dated:** |

**PART B - DIVERSITY MONITORING QUESTIONNAIRE**

**STRICTLY PRIVATE AND CONFIDENTIAL**

**Candidate reference:**

Field Court Chambers wishes to ensure that we are able to recruit, develop and retain the most talented barristers, pupils and staff to our chambers. We value the diversity of backgrounds, skills and experiences found in our chambers, and actively promote an inclusive culture where all our members and staff are able to flourish. As part of meeting our commitments to equality and diversity, our chambers collects and analyses statistical information on all those that apply for positions here. This enables us to ensure that we continue to attract and select our pupils and members solely on the basis of talent and their potential to succeed.

The information that you are asked to provide in the section below will be treated in the strictest confidence. The information requested covers those areas covered in the BSB’s Equality Rules and Guidance. **It will not be seen by those considering your application but will be held confidentially by Chambers’ Equality and Diversity Officer and used solely for statistical monitoring purposes.**

You are not obliged to answer all or any of the questions but in providing this information you will help us to ensure that our recruitment is fair and objective.

**Q1a. Please tick a box below to indicate with which gender you identify:**

|  |  |  |
| --- | --- | --- |
| **Male** |  |  |
| **Female** |  |  |
| **In another way** |  |  |
| **Would prefer not to say** |  |  |

**Q1b. At birth you were described as:**

|  |  |  |
| --- | --- | --- |
| **Male** |  |  |
| **Female** |  |  |
| **Prefer not to say** |  |  |

**Q2. From the list of age bands below please tick a box to indicate the category that includes your current age in years:**

|  |  |  |
| --- | --- | --- |
| **Under 25** |  |  |
| **25-34** |  |  |
| **35-44** |  |  |
| **45-54** |  |  |
| **55-64** |  |  |
| **65+** |  |  |

**Q3. What is your ethnic group? Choose one of the groups below to indicate your ethnic group (please tick one box only):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **White** |  |  |  | **Black/African/Caribbean/Black British** |  |  |
| British/English/Welsh/Northern Irish /Scottish |  |  |  | Caribbean |  |  |
| Irish |  |  |  | African |  |  |
| Gypsy or Irish Traveller |  |  |  |  |  |  |
| Any other White background |  |  |  | Any Other Black/Caribbean/Black British background |  |  |
|  |  |  |  |  |  |  |
| **Mixed** |  |  |  | **Asian or Asian British** |  |  |
| White/Black Caribbean |  |  |  | Indian |  |  |
| White/Black/African |  |  |  | Pakistani |  |  |
| White/Asian |  |  |  | Bangladeshi |  |  |
|  |  |  |  | Chinese |  |  |
| Other Mixed |  |  |  | Any Other Asian background |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **Other ethnic group** |  |  |
|  |  |  |  | Arab |  |  |
|  |  |  |  | Any other ethnic group |  |  |

**Q4. Do you consider yourself to have a disability?**

(The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial long term, adverse effect on his or her ability to carry out normal day-to-day activities. “Long term” means that the impairment is likely to or has lasted for 12 months or more).

1. Do you consider yourself to have a disability according to the definition above?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No |  |  |

1. Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

|  |  |  |
| --- | --- | --- |
| Yes, limited a lot |  |  |
| Yes, limited a little |  |  |
| No |  |  |

If you would like to discuss any reasonable adjustments to the recruitment process please contact Jared Normanon 020 7405 6114. This information will not be used in the selection process.

**Q5. What is your sexual orientation?**

|  |  |  |
| --- | --- | --- |
| Bisexual |  |  |
| Gay Man |  |  |
| Gay woman/lesbian |  |  |
| Heterosexual/straight |  |  |
| Other |  |  |
| Prefer not to say |  |  |

**Q6. What is your religion or belief?**

|  |  |  |
| --- | --- | --- |
| No religion or belief |  |  |
| Buddhist |  |  |
| Christian (all denominations) |  |  |
| Hindu |  |  |
| Jewish |  |  |
| Muslim |  |  |
| Sikh |  |  |
| Any other religion |  |  |

**Q7. What is your socio-economic background?**

1. If you went to university (to study a BA, BSc course or higher) were you part of the first generation of your family to do so?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No |  |  |
| Did not attend university |  |  |

1. Did you mainly attend a state or fee paying school between the ages of 11-18?

|  |  |  |
| --- | --- | --- |
| State |  |  |
| Fee paying |  |  |

1. If you attended a fee paying school, did you ever receive any kind of financial award to cover 50% or more of the school fees?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No |  |  |

**Q8. Do you have caring responsibilities**?

1. Are you a primary carer for a child or children under 18?

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No |  |  |

1. Do you look after or give any help or support to family members, friends, neighbours or others because of either:

* Long term physical or mental ill-health/disability
* Problems related to old age

(Do not count anything you do as part of your paid employment).

|  |  |  |
| --- | --- | --- |
| No |  |  |
| Yes, 1-19 hours a week |  |  |
| Yes, 20-49 hours a week |  |  |
| Yes, 50 or more hours a week |  |  |