

6 PARK SQUARE

LEEDS LS1 2LW

**APPLICATION FORM FOR PUPILLAGE COMMENCING SEPTEMBER 2019/MARCH 2020**

**Instructions**

Your application should be typed in no smaller than 10 point type. Please complete the application carefully, bearing in mind that the information you supply and the presentation of your application will be used to help us select a shortlist of candidates for interview. Please also bear in mind our selection criteria, which are set out below. Please read the declaration on the final page carefully and sign and date your application.

**Note: Applications for Pupillage must be received by e-mail no later than 8 January 2018 Please attach your completed application form as a Word document to your e-mail and send it to** **pupillages@psqb.co.uk**

**Do not copy it to other addresses.**

Interviews will be held on a date to be notified. If you have not heard from us by the 26 January 2018 with an invitation to interview, please assume that you have been unsuccessful on this occasion. Offers will be made as soon as possible after the interview date. All correspondence will be by e-mail so please ensure we have your current e-mail address and that you notify us of any change.

**Our criteria**

We shortlist and select by interview according to your strengths and weaknesses in the following areas: Intellectual Qualities, Motivation, Relationships, Impact and Potential.

**Equality and Diversity**

We are committed to equal opportunities and diversity and aim to select candidates for both pupillage and tenancy solely on merit irrespective of race, colour, ethnic or national origin, gender, sexual orientation, marital status, age, religion, political persuasion or disability. In the event that you are short listed for interview and require reasonable adjustments to be made to allow you to fully participate in our interview process due to disability, please speak to the Director of Pupillage, Simon Clegg, in confidence as soon as you receive your invitation to interview. All applicants are invited to return the monitoring form which appears at the conclusion of this document. If you prefer, however, you can print and return the monitoring form by post to maintain your anonymity. The information contained on this form will not be used to shortlist candidates.

**Feedback**

We regret that we are unable to enter into correspondence with unsuccessful candidates at the shortlisting stage. Feedback for unsuccessful interviewees will be supplied only if requested by e-mail.

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| **PERSONAL INFORMATION**Name:Address:Telephone (Home):Telephone (Mobile):E-mail address:Address for Correspondence if different:Date of Birth: |
| **EDUCATION**Please give details of your secondary, undergraduate and post-graduate education indicating qualifications achieved from GCSE onwards. If you are currently undertaking the CPE or BVC please provide a breakdown of any grades received to date

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| --- | --- | --- | --- |
| **Institution** | **Date** | **Qualifications Obtained**  | **Grade** |
|  |  | **GCSE or equivalent** |  |
|  |  | **AS Level or equivalent** |  |
|  |  | **A Level or equivalent** |  |
|  |  | **Degree Level** |  |
|  |  | **Post-graduate**  |  |
|  |  | **BPTC/BVC (with breakdown of grades if incomplete)** |  |

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| **Languages Spoken –** please indicate degree of fluency |
| **Scholarships/Prizes/Certificates etc.**Please give details of any relevant scholarships/prizes or certificates you have received or will receive as a result of academic study, competition or extra-curricular achievement |
| **Extenuating Circumstances**If you feel your academic performance has been significantly adversely affected by illness or other extenuating circumstances, please explain why and over what period  |
| **Alternative academic route**If your academic record is unconventional (i.e. not GCSE/A-Level/Degree/CPE/BPTC) please give a short explanation and supply any information you feel might help us compare the qualifications you have gained with a more conventional academic route |
| **Re-sits**Please indicate whether any of the grades set out above were obtained as a result of re-sitting all or parts of the examination in question. Please give brief details of the original grades obtained. If you wish to provide an explanation, please do so in no more than 100 words. |

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| **Employment Record**Please give brief details of any paid or voluntary work you have undertaken here, indicating whether this was full or part-time. Please list these in chronological order starting with the most recent. **Do not include mini-pupillages or marshalling here**

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| --- | --- | --- |
| **Employer – name and address** | **Job Description** | **Dates****From-To** |
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| **Please summarise in no more than 250 words what you feel you have learned from employment** |

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| **Mini-Pupillages, Legal Placements and Marshalling**Starting with the most recent, please give details here of any mini-pupillages or other placements within legal settings. Please give the name of the Chambers or office with town (e.g. Park Square Barristers, Leeds). Full addresses are not required.

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| --- | --- | --- |
| **Date** | **Chambers/other legal setting** | **Type of work seen** |
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| **Please tell us what you feel you have learned from your mini-pupillages or other legal placements** (maximum 250 words) |
| **Please tell us about your personal interests, hobbies or other extra-curricular activities** (maximum 250 words) |
| **Why do you want to be a barrister?** (maximum 250 words) |
| **Why have you chosen to apply to Park Square Barristers?** (maximum 100 words) |
| **Have you previously made an application to Park Square Barristers or either Sovereign Chambers or No 6 Chambers (the predecessor Chambers to Park Square Barristers)?****Have you undertaken or applied for a mini-pupillage with Sovereign Chambers, No 6 or Park Square Barristers?** |
| **Why should we select you as our pupil?** (maximum 250 words) |
| **What are your preferred areas of practice and why?** (max. 100 words) |

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| **Referees**Please give the names and contact details of 3 referees, at least one of whom should be from your BVC course or other most recent academic institution. Academic Referee Title and Name:Address:Telephone:E-mail address:Personal or Professional Referee 1Title and Name:Address:Telephone:E-mail address:Personal or Professional Referee 2Title and Name:Address:Telephone:E-mail address: |
| **Other Information**Please give us any other information not covered above, which you feel is or could be relevant to your application for pupillage or to your ability to take up a pupillage at Park Square Barristers. If there is a significant gap in your work or academic history (i.e. more than 3 months) please tell us here what you were doing during this period. If you have any criminal convictions, cautions or reprimands, or have any criminal proceedings pending please give details here. If you have been disciplined by the Bar Standards Board or by your Inn or have disciplinary proceedings pending, please explain here. Continue on a separate sheet if necessary. |

**DECLARATION and SIGNATURE**:

I [*please insert your name*]

* Declare that the contents of this application are true and complete to the best of my knowledge and belief
* Am aware that Park Square Barristers will take up full references in support of my application if I am successful at interview
* Will supply on request documentary evidence of the qualifications set out above
* Understand that this application will be seen by members of the pupillage committee and their administrative team and, if necessary, the Management Board of Park Square Barristers for the purpose of selection but will otherwise be kept confidential from other members of chambers and other candidates
* Confirm that if I am offered and accept a pupillage elsewhere I will inform Park Square Barristers as soon as possible (and in any event within the timescales allowed by the Bar Standards Board) to allow other candidates to be considered fairly
* Confirm that there is nothing in my present circumstances which would or could prevent me taking up pupillage at Park Square Barristers (unless explained above)
* Confirm that I have no criminal convictions, cautions or reprimands, or criminal proceedings pending (other than as explained above in “Other Information” and disclosed where required to the Bar Standards Board)
* **I FURTHER ACKNOWLEDGE that if invited for interview I will be asked to give a short presentation to the interview panel (lasting no more than 3 minutes) on why Park Square Barristers should select me as their next pupil.**

Signed *(by entering your name here in typewritten form you will be deemed to have signed the above declaration)*

Dated:



# Monitoring Information – Pupillage Applications 2018

We would be grateful if you could complete and return this form. The information you have supplied will be kept confidentially and will only be used to provide an overall profile analysis of Park Square Barrister’s recruitment processes.

Please choose one option from each of the sections listed below and then tick (✓) in the appropriate box.

## A. Your age

|  |  |
| --- | --- |
| 16 – 24 |  |
| 25 – 34 |  |
| 35 – 44 |  |
| 45 – 54 |  |
| 55 – 64 |  |
| 65+ |  |

## B. Your disability

*The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (ie, has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.*

### Do you consider yourself to have a disability according to the terms given in the DDA?

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

If you have answered *yes*, please indicate the type of impairment which applies to you (by ticking next to it below).

*People may experience more than one type of impairment, in which case tick all the types that apply. If your disability does not fit any of these types, please mark Other.*

|  |  |
| --- | --- |
| Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches |  |
| Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment. |  |
| Mental health condition, such as depression or schizophrenia.  |  |
| Learning disability, (such as Down’s syndrome or dyslexia) or cognitive impairment (such as autism or head-injury).  |  |
| Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy. |  |
| Other, such as disfigurement (specify below if you wish). |  |

## C. Your ethnic group

*(These are based on the Census 2001 categories, and are listed alphabetically)*

### Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

|  |  |
| --- | --- |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any other Asian background (specify below if you wish) |  |

### Black, Black British, Black English, Black Scottish, or Black Welsh

|  |  |
| --- | --- |
| African |  |
| Caribbean  |  |
| Any other Black background (specify below if you wish) |  |

### Chinese, Chinese British, Chinese English, Chinese Scottish, or Chinese Welsh, or other ethnic group

|  |  |
| --- | --- |
| Chinese  |  |
| Any other ethnic background (specify below if you wish) |  |

### Mixed

|  |  |
| --- | --- |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| White and Chinese |  |
| Any other Mixed background (specify below if you wish) |  |

### White

|  |  |
| --- | --- |
| British  |  |
| English |  |
| Irish |  |
| Scottish |  |
| Welsh |  |
| Any other white background (specify if you wish)  |  |

## D. Your gender

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

### Have you ever identified as transgender?

*For the purpose of this question “transgender” is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.*

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

## E. Your religion or belief

Which group below do you most identify with?

|  |  |
| --- | --- |
| No religion |  |
| Baha’i |  |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jain |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion or belief (specify if you wish) |  |

## F. Your sexual orientation

|  |  |
| --- | --- |
| Bisexual |  |
| Gay man |  |
| Gay woman / lesbian |  |
| Heterosexual / straight  |  |
| Other (specify below if you wish) |  |

***Thank you for your co-operation. Do not use this form to request reasonable adjustments to allow you to participate fairly in the interview process. Contact Simon Clegg directly on*** clegg@psqb.co.uk ***or by telephone 0113 2459763 to discuss your requirements if you are invited for interview.***