

**Pupillage Application Form**

**(Please download this form, complete it and email it back as explained on the last page)**

Thank you for deciding to apply to 1 King's Bench Walk; if you require any
assistance or have any problems completing this form please contact 020 7936 1500
or email: pupillage@1kbw.co.uk

**\* denotes a required entry**

##  Personal and Contact Details

|  |  |
| --- | --- |
| **Title: \*** |  |
| **Surname/Family Name: \*** |  |
| **First Name(s): \*** |  |
| **Home Address: \*** |  |
| **Correspondence Address:**(If different from above) |  |
| **Mobile: \*** |  |
| **Email: \*** |  |
| **Home/Other Telephone:** |  |

## Please ensure that you notify us promptly of any changes to your contact details.

**ALL INITIAL COMMUNICATION REGARDING YOUR APPLICATION WILL BE MADE VIA EMAIL. PLEASE ENSURE THAT YOU ENTER A VALID EMAIL ADDRESS AND CHECK YOUR INBOX REGULARLY.**

**# CANDIDATE NUMBER:**

 **# For completion by 1kbw**

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##  Education

1. How many GCSE's or equivalent did you attain?

|  |  |
| --- | --- |
| **Grade** | **Number** |
|  **A\*** |  |
| **A** |  |
| **B** |  |
| **C** |  |

1. Specifically, what grade did you attain in the following?

|  |  |
| --- | --- |
| Mathematics |  |
| English |  |

1. Please provide details of all further qualifications (note: this should include A level, International Baccalaureate or equivalent and principal degree or higher) to date (excluding BVC). In the case of a current law qualification or CPE course, provide a breakdown of your grades to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Qualification** | **Institution** | **Class/Grade** | **Predicted C/G** |
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## Bar Vocational Course

3a) Have you completed your BVC?

 Yes Please go to Question 3a) i)

 No, currently undertaking Please go to Question 3a) i)

 No, not commenced Please go to Question 3b)

 3a) i) Please provide details of your grades (indicating whether final or so far)?

 Final Grades

 Grades So Far

|  |  |
| --- | --- |
| **Subject** | **Grade** |
|  |  |
|  |  |
|  |  |

3a) ii) What have you been doing / do you intend to do between the completion of the course and the start of pupillage? (Maximum 100 words)

3b) Have you applied for a place on a BVC course?

|  |  |
| --- | --- |
| Name of Institution applied to? |  |
| Name of Institution? Start Date? |  |

 Yes

 Place Secured

 No

## Career History

Please provide details, in chronological order (latest first), of any previous employment. This can include vacation work and work experience placements such as mini pupillages or marshalling (in which event, please indicate chambers and/or supervisor, and area of law seen).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from/to** | **Employer/Chambers** | **Address** | **Area/Nature of Work** |
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## Legal Knowledge and Experience

**APART** from that gained (a) during study for a legal qualification and (b) during mini pupillage or marshalling, please give brief details of any knowledge or experience you have gained in the law? (Maximum 150 words)

## Awards, Prizes and Scholarships

Please give details of any relevant awards, prizes or scholarships that you have received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Awarding Institution** | **Name and details of award** | **Monetary value (if any)** |
|  |  |  |  |
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## Please tell us a little about yourself and your non-legal interests (Maximum 150 words)

1. **Why are you applying to 1 King's Bench Walk? (Maximum 150 words)**
2. **Why should we select you as a pupil? (Maximum 300 words)**
3. **Please give an example of a time when you worked hard to influence someone to your way of thinking. Please provide details of the situation, what you did or said, and the result that it had. (Maximum 300 words)**
4. **Accessibility**

We are committed to equal opportunities and diversity, and aim to ensure that everyone who wishes to do so can participate fully in our pupil selection process. Are there any arrangements which we will need to make to enable you to do so?

## Referees

Please give the names, telephone numbers and email addresses of **TWO** referees.

Bear in mind the more experience your referees have of your legal ability and/or capabilities as an advocate, the more useful they will be to us in considering your application.

|  |  |  |
| --- | --- | --- |
| **Name** | **Telephone** | **Email** |
|  |  |  |
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**DIVERSITY MONITORING QUESTIONNAIRE**

* 1kbw 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 our applicants. This enables us to ensure that we continue to attract and select solely on the basis of talent and 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 be held confidentially by the Chambers Chief Executive and will be used solely for statistical monitoring purposes. The data will be retained for no longer than 3 years.
* You are not obliged to answer all or any of the questions but in providing this information you will help to ensure that our recruitment is fair and objective for all.
* **Q1 What is your gender?**
* Please indicate below:

[ ] Male

[ ] Female

* **Q2 What is your age?**
* 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

[ ] 34-44

[ ] 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**

[ ] British/English/Welsh/Northern Irish/Scottish

[ ] Irish

[ ] Gypsy or Irish Traveller

[ ] Any other White background

**Black/African/Caribbean/Black British**

 [ ] Caribbean

 [ ] Africa

 [ ] Any other Black/African/Caribbean/Black British background

**Mixed**

[ ] White/Black Caribbean

[ ] White/Black/African

[ ] White Asian

[ ] Any other mixed background

**Asian or Asian British**

[ ] Indian

[ ] Pakistani

[ ] Bangladeshi

[ ] Chinese

[ ] 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 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 or has lasted for 12 months or more).

* (a) Do you consider yourself to have a disability according to the definition above?

[ ] Yes

[ ] No

* + If you would like to discuss any reasonable adjustments to the recruitment process please contact Jo Pickersgill on 0207 936 1500. This information will not be used in the selection process.
* **Q5 What is your sexual orientation?**

Please indicate below

[ ] Bisexual

[ ] Gay Man

[ ] Gay Woman/lesbian

[ ] Heterosexual/straight

[ ] Other

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

Please indicate below

[ ] No religion or belief

[ ] Buddhist

[ ] Christian (all denominations)

[ ] Hindu

[ ] Jewish

[ ] Muslim

[ ] Sikh

[ ] Any other religion

* **Q7 What is your socio-economic background?**
* (a) Did either of your parents attend university?

[ ] Yes

[ ] No

* (b) Did you mainly attend a state or fee paying school between the ages of 11 – 18?

[ ] State

[ ] Fee paying

* **Q8 Do you have caring responsibilities?**
* If you have a child or children under 18 who is the primary carer?

[ ] Me

[ ] Someone else

[ ] Shared equally

[ ] No children under 18

**Thank you for completing our diversity monitoring questionnaire.**

Any information that you have provided will be treated in the strictest confidence and will be used solely for monitoring purposes.
Under no circumstances will it be passed on to selectors.



 Thank you for applying to 1 King's Bench Walk

#  Before Submitting

Before emailing your completed application form, please save it in the following format: Your Name 1kbw Pupillage Application ddmmyyyy.pdf

Eg. Sam Smith 1kbw Pupillage Application 12022018.pdf

Please return your completed application form to pupillage@1kbw.co.uk Applications will be received no later than **11am on 7th Feb 2019 – Please ensure you complete the diversity monitoring questionnaire.**

On receipt of your application we will send an acknowledgement email within 3 working days. If you do not receive our acknowledgement within this time frame please contact the pupillage team on 020 7936 1500 or pupillage@1kbw.co.uk

**By submitting this application for pupillage I declare to chambers that its contents are true to the best of my knowledge and belief.**

#  Timetable

* The selection of the applicants invited for a first round interview will usually take place in late February/early March 2019.
* First round interviews will usually take place in late March/early April 2019.
* Second round interviews will usually take place in mid-April 2019.
* Pupillage offers will be made on the 7th May 2019 in accordance with the Pupillage Gateway timetable.
* Applicants who are invited to attend either a first or second round interview will be notified in the event their application is unsuccessful.

**# CANDIDATE NUMBER:**

 **# For completion by 1kbw**