

CONFIDENTIAL

APPLICATION FORM

FOR PUPILLAGE COMMENCING OCTOBER 2020



Instructions: what you have to do

Please complete this application form carefully, taking account of what you know about 4 Pump Court, the work that you would be expected to do and the knowledge, skills and other abilities that we will be assessing. You should bear in mind the criteria which will be applied in making our selection of candidates (which are listed on the next page).

Applications for Pupillage must be received by 4pm, on Friday 11th January 2019. Applications may be submitted by email to pupillage@4pumpcourt.com or by clicking the submit button on the final page of this application. Applications can also be submitted in hard copy (either typed or completed clearly in black ink) marked for the attention of Ms Claudia Dine. We will not accept applications by fax.

We are aware that candidates come from varied backgrounds and our form is designed to ensure that all relevant information can be included; there may, therefore, be sections of the form which are not relevant to you. Please do not feel compelled to fill every corner of every space; only include information which you think we will find important and relevant. Where we impose a limit on the number of words to be used or space on the form, please have regard to those limits; text which exceeds the stated maximum will be disregarded. **When completing your application it is important not to expand the spaces provided – even if your software permits you to do so – because it is likely that this additional content will not be visible to us and therefore cannot be taken into account.** Before submitting your completed form as a pdf please take care to ensure that all of the content on every page can be read. We will take into account how you present information on this form when assessing your application (which may, if you wish, include bullet points and numbered paragraphs if deemed appropriate).

We aim to let you know by email by Wednesday, 23 January 2019 if you have been shortlisted for interview. First round interviews will be held on Monday, 4 and Tuesday, 5 February 2019. Second round interviews will be held on Friday, 8 February 2019.

We will only require you to provide references if you are shortlisted for a first round interview. If you are shortlisted, please fill your name in the standard form letter included within this application form (section 10 below) and send them to your referees. Please ask your referees to return their reference to us as soon as possible, and in any event by **4pm on Friday, 1 February 2019**. As this timescale is tight, please give your referees advance notice that a reference may be required by this date. Completed references may be submitted by email to pupillage@4pumpcourt.com or in hard copy marked for the attention of Ms Claudia Dine.

Our criteria: what we are looking for

We only offer pupillages to those candidates who have the potential to become successful tenants and outstanding advocates, and who intend to practise at the Bar of England & Wales. We are keen to recruit bright, independent-minded people, who thrive on hard work, have the ability to be self-starters, are keen to learn, and have something to offer us.

We apply the same criteria to our applicants for pupillage as we apply in our selection of potential tenants. They are:

- (a) Academic achievement and intellectual ability;
- (b) Analytical skills – including the ability to absorb complex information rapidly and identify essentials;
- (c) Common sense and sound judgment - including the ability to remain pragmatic and practical;
- (d) Written skills – ability to prepare clear, precise and accurate written work; ability to present arguments persuasively in writing;
- (e) Advocacy / public speaking / oral presentation skills – ability to present an oral argument clearly, persuasively, appropriately and with confidence and impact;
- (f) Resilience and independence – ability to work independently, seeking guidance where necessary; does not back away from tackling difficult or stressful situations; remains calm and in control under pressure;
- (g) Motivation/Capacity for hard work – level of drive and determination; conscientiousness, commitment to a career at the Bar and understanding of what a career as a barrister in chambers entails;
- (h) Impact and ability to deal with people – including articulacy; confidence; perceptiveness; and ability to build productive working relationships (whether with judges, lay clients, professional clients, other members of the Bar or clerks); and
- (i) Integrity.

Commitment to equal opportunities & diversity

We are committed to equal opportunities and diversity and aim to select candidates for both pupillage and tenancy solely on merit irrespective of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We will consider any reasonable adjustments needed to ensure that you can participate in our selection process fairly.

Note: to those whom we do not select

We regret that we are unable to enter into correspondence with unsuccessful candidates. We expect to receive over 120 applications, from which we will shortlist about 16 for interview. Applicants who are not shortlisted or are unsuccessful at interview sometimes write to us asking for feedback or asking particular questions relating to their specific applications. As a matter of courtesy, we would like to be able to answer each letter individually. As a matter of practicality, however, we do not have the time or resources to enter into individual correspondence with unsuccessful candidates. We therefore regretfully ask that you do not request feedback.

1. Personal details:**Title:****Surname:****Forenames:****Address:**

(please make sure you notify us of any changes)

Post Code:**Email:****Home/correspondence
telephone No:****Mobile telephone No:**

Are there any restrictions on your ability to work in the UK?

YES / NO

If you do not currently have the permanent, unrestricted right to work in the UK, you should answer "Yes" to this question. Restrictions on your right to work in the UK may include any fixed-term visa.

If you do have the unrestricted right to work in the UK, you should answer "No".

If the answer to this question is "yes", please provide further details of your residency and entitlement to work in the UK:

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Do you have any special requirements if you are invited to attend a pupillage interview?

YES / NO

If “yes”, please provide brief details below:

2. Education:

Please provide details, **in chronological order**, of all qualifications (from A level / IB or equivalent onwards) achieved to date, including degree(s) and (if applicable) GDL. (Do not include BPTC details here, these should be provided in Section 3 below.) In the case of a first degree and post-graduate courses (including law diplomas) please provide a breakdown of your grades to date, in addition to your overall grade / class. Please also provide your position in the year group, if known. In the case of overseas qualifications, and for clarity, please explain their equivalence to A level and IB qualifications.

Dates	Institution	Qualification	Class/Grade

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Positions of responsibility, prizes and awards

Please provide details of any positions of responsibility you have held whilst in academia (excluding any employment noted in section 4) :

Please provide details of any academic or legal scholarships, awards or prizes:

3. Bar Professional Training Course: (Please answer every question, even if only to say that it is not applicable.)

Please indicate whether:

- (a) You have already completed the BPTC; or
- (b) You are currently undertaking the BPTC; or
- (c) You have a place on a forthcoming course; or
- (d) You have applied for a place on a forthcoming course

If (a) you have already completed the BPTC, please give a breakdown of your grades. Please also state what you have been doing since you completed the course and what you intend to do between the end of the course and the start of pupillage.

If (b) you are currently undertaking the BPTC, please say where you are doing the course, when it will be completed and what you intend to do between the end of the course and the start of pupillage. Please provide the most up-to-date details you can of your grades.

If (c) or (d) you have not yet commenced your BPTC, please say when and where you intend to do the course. If you have an exemption or waiver from the BPTC, please give full details of your alternative qualification and the nature of the exemption or waiver.

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4. Employment history:

Please give details, **in chronological order**, of any employment (legal and non-legal, full-time and part-time) which you have had. You can, if you wish, include vacation work and work experience placements. If you are or have been employed full-time as a solicitor or legal counsel, please include that employment in this section. Note that details of legal work experience (mini-pupillages, marshalling, and vacation placements) are requested in section 5 below and should not be included here.

Dates	Employer	Address	Nature of work/ experienced gained

FOR CHAMBERS USE ONLY:

FOR CHAMBERS USE ONLY:

5. Mini-Pupillages / Marshalling / Legal Vacation Placements

Please give details, **in chronological order**, of any legal work experience which you have undertaken.

Dates	Location (e.g. chambers, law firm, relevant judge or court)	Points of interest

FOR CHAMBERS USE ONLY:

6. Mooting, debating and public speaking experience

Please provide details of your public speaking experience (whether or not law related).

7. Knowledge and experience of law and preferred areas of work:

Please:

- (a) Explain why you want to be a barrister;
- (b) Identify the experience / skills you have which demonstrate your current knowledge and experience of law and which will help you in a career at the Bar;
- (c) Outline the areas of law in which you would like to work and give reasons for your choice; and
- (d) Explain why you are applying to 4 Pump Court. **(Maximum 450 words in all)**

8. Your Interests:

Please tell us about your extra-curricular (non-legal) interests. **(Maximum 175 words)**

9. Your Candidacy:

Leaving aside matters you have identified in Section 7, in **no more than 500 words** please tell us why we should select you to be a pupil at 4 Pump Court. So far as possible, try to assess and demonstrate your own experience and capabilities against our criteria for selection (on page 3).

10. Intended referees:

As noted above, we will only require you to provide references if you are shortlisted for interview, but please give the names, addresses, telephone numbers, and email addresses of your intended two referees. At least one referee **must** be an academic lawyer unless it is impracticable to obtain such a reference. Where it is impracticable to obtain a reference from an academic lawyer please explain why this is the case under the heading Additional Information, below.

Name	(a)	(b)
Address	(a)	(b)
Telephone Number	(a)	(b)
Email/fax	(a)	(b)
Additional Information		

If you are shortlisted for interview, please provide each of your referees with a copy of the standard form letter which is appended to this Application Form at Appendix 1. To download a copy of the letter in PDF format please choose the option below.

DOWNLOAD LETTER

Completed references may be submitted by email to pupillage@4pumpcourt.com or in hard copy marked for the attention of Ms Claudia Dine. The references should be provided as soon as possible but in any event by 4pm on Friday, 1 February 2019. It is your responsibility to ensure that your referees provide us with their reference by this date.

11. Data Protection Act 2018 Notice:

4 Pump Court holds and processes data relating to applicants for pupillage in order to carry out its selection procedures. 4 Pump Court will hold such data for as long as it thinks it is necessary to fulfil the purposes for which the information was obtained and will process (including disposing and destroying) the data in accordance with the principles of the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).

4 Pump Court will take responsible precautions to ensure that personal data is held securely and will guard against any unauthorised access and use. 4 Pump Court will not share personal data with any third parties. Individuals have the right to request amendment or destruction of the data at any time.

12. Declaration:

1. **I confirm that the information given in this application is true.**
2. **I confirm that I that agree that 4 Pump Court may process personal data relating to me in accordance with the conditions contained in the Notice above.**
3. **I confirm that I have not received a conviction or caution for a criminal offence.**
4. **I confirm that I intend to practise at the Bar of England & Wales.**

Date:

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**EQUALITY & DIVERSITY MONITORING FORM
FOR APPLICANTS FOR PUPILLAGE
COMMENCING OCTOBER 2020**

We are committed to equal opportunities and diversity and aim to select candidates for both pupillage and tenancy solely on merit irrespective of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

In accordance with BSB recommendations, we monitor all stages of our recruitment procedure to try and ensure that unfair discrimination is not taking place. To assist us in this monitoring process, we would be grateful if you could complete the following form. Please answer each question in turn by choosing one option only, unless otherwise indicated. If you do not wish to answer the question please choose the option "Prefer not to say" rather than leaving the question blank.

Please note that you are not required to provide your Diversity Data. You are free to choose whether or not you wish to provide all, some or none of your Diversity Data.

Any information provided in this form will only be used for monitoring and statistical analysis and will not be passed on to selectors.



About you**Age**

From the list of age bands below, please indicate the category that includes your current age in years:

16 – 24	
25 – 34	
35 – 44	
45 – 54	
55 – 64	
65+	
Prefer not to say	

Gender

Male	
Female	
Prefer not to say	

Disability

The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's 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).

(a) Do you consider yourself to have a disability according to the definition in the Equality Act?

Yes	
No	
Prefer not to say	

(b) 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	
Prefer not to say	

Ethnic Group

What is your ethnic group?

Asian / Asian British

Bangladeshi	
Chinese	
Indian	
Pakistani	
Any other Asian background (write in)	

FOR CHAMBERS USE ONLY:

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

African	
Caribbean	
Any other Black / Caribbean / Black British (write in)	

Mixed/Multiple Ethnic Groups

White and Asian	
White and Black African	
White and Black Caribbean	
White and Chinese	
Any other Mixed/Multiple Ethnic background (write in)	

White

British / English / Welsh / Northern Irish / Scottish	
Irish	
Gypsy or Irish Traveller	
Any other White background (write in)	

Other ethnic group

Arab	
Any other ethnic group (write in)	

Prefer not to say

Prefer not to say	
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FOR CHAMBERS USE ONLY:

We would be very grateful if you would let us know how you heard about 4 Pump Court.

Advertisement

Please specify

Presentation

Please specify

Handbook

Please specify

Website

Please specify

Bar Council website

Word of Mouth

Chambers Student Guide

Other

Please specify

To submit your completed Application form by email please use the button below or send the PDF file to pupillage@4pumpcourt.com (noting the comments made at the outset of this form). Alternatively please provide a hard copy marked for the attention of Ms Claudia Dine.

SUBMIT APPLICATION

APPENDIX 1

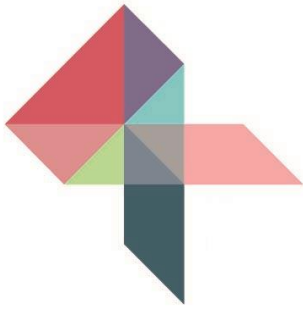
STANDARD FORM LETTERS

If you are shortlisted for a first round interview, please provide each of your referees with a copy of the standard form letter that follows. To download a copy of the letter in PDF format please choose the option below.

DOWNLOAD LETTER

Completed references may be submitted by email to pupillage@4pumpcourt.com or in hard copy marked for the attention of Ms Claudia Dine.

It is your responsibility to ensure that your referees provide us with their appraisal by the date stated in the letter.



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TO WHOM IT MAY CONCERN

Re:

Dear Sir or Madam,

Application for a Reference

You have been put forward as a referee by the above named applicant to assist them with their application for pupillage in the barristers' Chambers of Nigel Tozzi QC & Nick Vineall QC at 4 Pump Court starting in October 2020.

We aim to assess each applicant objectively against criteria which identify the skills, knowledge and other abilities required to carry out the work that a pupil in these chambers can expect to do. We are committed to equal opportunities and diversity and aim to select candidates for both pupillage and tenancy solely on merit irrespective of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

I should be most grateful if you would provide us with your confidential assessment of the applicant by reference, where possible, to the criteria listed below, giving examples of the applicant's actions and achievements where appropriate.

The criteria are:

- (a) Academic achievement and intellectual ability
- (b) Analytical skills – including the ability to absorb complex information rapidly and identify essentials
- (c) Common sense and sound judgment – including the ability to remain pragmatic and practical
- (d) Written skills – ability to prepare clear, precise and accurate written work; ability to present arguments persuasively in writing
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- (f) Resilience and independence – ability to work independently, seeking guidance where necessary; does not back away from tackling difficult or stressful situations; remains calm and in control under pressure
- (g) Motivation/Capacity for hard work – level of drive and determination; conscientiousness, commitment to a career at the Bar and understanding of what a career as a barrister in chambers entails
- (h) Impact and ability to deal with people – including articulacy; confidence; perceptiveness; and ability to build productive working relationships (whether with judges, lay clients, professional clients, other members of the Bar or clerks); and
- (i) Integrity

Please add any other information which you think will assist us to make a fair and accurate assessment of this applicant.

I should be most grateful if you could reply to me at 4 Pump Court as soon as possible, and, in any event, by 4pm on **Friday, 1 February 2019**, to enable us to consider this reference in advance of the first round interviews on Monday, 4 and Tuesday, 5 February 2019. Completed references may be submitted by email to pupillage@4pumpcourt.com or in hard copy marked for the attention of Ms Claudia Dine.

Thank you for your help.

Yours faithfully,

Lynne McCafferty QC

Chair of the Pupillage Committee at 4 Pump Court.