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**CIVIL PUPILLAGE**

**APPLICATION FORM**

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**FOR PUPILLAGES COMMENCING OCTOBER 2024**

Please complete this application form carefully, providing details as requested and return the form and the Equal Opportunities Monitoring Form by e-mail to [pupillagecivil@parklaneplowden.co.uk](mailto:pupillagecivil@parklaneplowden.co.uk) with “Civil Pupillage Application” in the subject line.

**The deadline for submission of application forms is 11:59pm on Wednesday 8th February 2023**

Please ensure that you leave adequate time to submit your application: applications received after the deadline will not be considered.

**You are advised to read the accompanying notes**. As written advocacy and an ability to communicate clearly are part of our selection criteria, the way in which you present the information in this form is taken into account in assessing your application. Our full selection criteria are published on our website.

Where a word limit is stipulated, please indicate how many words you have used.

**A. Personal Details**

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| **Initials only**  **(not full name)** |  |
| Address for correspondence |  |
| Telephone No |  |

**B. Education and Qualifications**

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| **Post Graduate Qualifications (including BPTC and/or GDL)** | | | |
| Institution | Course | Date | Results (including results for individual *legal* subjects and, if appropriate, latest annual interim results). |
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| **Higher Education** | | | |
| Institution | Course | Date | Results (including results for individual *legal* subjects and, if appropriate, latest annual interim results) |
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| **Secondary Education: ‘A’ Levels (or equivalent) only** | | |
| Name of school(s) |  | |
| Date | Subject | Grade |
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| **Scholarships and Awards** | |
| Date | Type and Nature of Scholarship/Award |
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**C. Employment History/Work Experience**

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| **Employment History**  Please include details of any *relevant* substantive paid or voluntary work (but not mini-pupillages or other similar work experience). If not applicable, put “N/A”. | | |
| Dates: | Employer / Position | Brief description of the nature of the work |
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| **Legal Work Experience**  Please include concise details of any *relevant* legal work experience e.g. relevant mini-pupillages, marshalling, work placements and similar positions. | | |
| Dates and length of placement: | Organisation | Areas of law experienced |
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**D. Other Relevant Experience**

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| **Mooting and Public Speaking**  What experience do you have? Please be as precise as possible, indicating the frequency / number of occasions, as appropriate, that you have mooted, debated etc. and in what context [*150 words max].* |
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| **Positions of Responsibility**  If you have held positions of responsibility, please provide no more than 3 of the most relevant examples. | | |
| Dates: | Position | Nature of responsibility |
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| **Other Qualifications and Achievements**  Do you have any other qualifications or specific achievements that are relevant to your career at the Bar? |
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**E. Pupillage and Parklane Plowden**

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| 1. Why do you want to become a barrister? Have you done anything to prepare for a career at the Bar that you have not already mentioned? *(150 words max.)* |
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| 2. Why have you applied to Parklane Plowden? What evidence can you point to that demonstrates commitment to our core areas of work/Chambers/the geographical area in which we are based? *(150 words max.)* |
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| 3. Have you applied for pupillage previously at Parklane Plowden Chambers? If so when? What stage of our recruitment process did you reach? Can you explain why you are a stronger candidate now? (125 words max) |
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**F. Written Skills**

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| 1. Write a short essay (*300 words max)* describing any recent development in the fields of personal injury, clinical negligence or employment law which you have found of interest, explain the significance and why you found it interesting. |
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| 2. In relation to any recent non legal news story, explain why you found it interesting *[150 words max]* |
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**G. Relevant Personal Qualities**

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| 1. In your opinion, what are 2 or 3 core qualities a good barrister must possess? Please provide evidence that demonstrates you possess or can develop these qualities? *(150 words max.)* |
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| 2. Please list any hobbies, skills, non-academic achievements, interests (or indeed anything else at all) that you think we may find interesting or relevant that you have not already mentioned (*150 words max*). |
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| 3. Extenuating / mitigating circumstances: Please give details of any extenuating / mitigating circumstances that you have not mentioned elsewhere that you would like us to take into consideration when assessing your application. |
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**H. References**

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| Please provide details of two referees, at least one whom must be employment related/academic. | | |
| Name: | Address: | Telephone: |
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1. **Which pupillage are you applying for?**

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| Newcastle: October 2024 commencement |  |
| Leeds: October 2024 commencement |  |
| I would like to apply for both of the above |  |

By submitting this form in accordance with the instructions set out above, I confirm that the information I have provided is true, accurate and not misleading: [ ] (please initial this box to confirm).

If you have had assistance in completing this application form, please indicate who provided the assistance and explain why it was provided in the space below:

**NOTES FOR APPLICANTS**

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**General**

1. Please type your Application Form unless that creates a difficulty. If so, please feel free to let us know.
2. Please do **not** put your full name on the application form, only your initials. Applications are sifted “blind”. However, please ensure that your full name is stated on your covering email. Covering emails are not provided to the sifters.
3. Please stick to the word limits indicated in each section as a maximum and indicate how many words you have used within each section. Do not feel you have to use the full available word limit if you are able to convey your points more concisely.
4. Completing a mini-pupillage at Parklane Plowden is not a pre-condition to applying for pupillage.
5. The email address that you use to submit your application will be used to contact you once all the applications have been considered. You will be notified by no later than 7 days before our proposed date for 1st round interviews whether we wish to interview you. Please do not get in touch before that date if you have not yet heard. It takes a minimum of 2 weeks to sift applications.

**Academic Qualifications**

1. Whilst we generally expect candidates to have at least an upper second class university degree, we will consider all applications on their individual merits.
2. If your academic performance was affected by extenuating circumstances, please detail these in the appropriate box in the “Results” or “Grade” section.

**Employment and Work Experience**

1. Please complete this section in *reverse* chronological order, starting with your most recent positions.
2. If you have no employment experience yet, please put “N/A”. This will not be held against you.

**Other Sections**

1. Please bear in mind the competencies and attributes we will be looking to assess, as set out on our website.
2. Please be as clear as possible as to the extent of any experience relied upon.

**Disability and Equal Opportunities Monitoring**

1. We are committed to securing the best available pupils, irrespective of sex, sexual orientation, race, religion, disability, age, political persuasion or any other protected characteristic or immaterial consideration.
2. If you are or may be disabled within the meaning of the Equality Act 2010 and you believe that it may be necessary for us, when assessing your application form, to make adjustments to our selection/scoring process so that you are not disadvantaged in any way, please feel free to explain why in your covering email, which will not be forwarded to our sifting team. Any such information will be treated in confidence and will be used solely for the purpose of determining whether there are any reasonable adjustments Chambers can make to remove any disadvantage you may otherwise suffer during the initial stage of the application process. Information contained within covering emails will not be sent to those sifting the applications unless necessary in order to make a reasonable adjustment.
3. If you are invited for interview and believe that we need to make any adjustments at that stage, please do let us know in advance.
4. Information you provide about disability will not form part of the final decision-making process unless it means you will not be able to practice as a barrister even despite reasonable adjustments being made.
5. It would be of great assistance if you could complete the separate Equal Opportunities Monitoring Form recommended by the Bar Council’s Equality Code for Chambers. This is used for monitoring purposes only and is not used as part of the selection process. Please send in your Application Form and Equal Opportunities Monitoring Form as separate attachments.