



Pupillage Application Form 2020 Notes for Guidance

PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM

1. The deadline for submission of all applications is 4pm on **Wednesday, 4th March 2020**. First round interviews will be held on **Saturday, 18th April 2020** and second round interviews on **Saturday, 25th April 2020**. Offers of pupillage will be made on or after **Friday, 1st May 2020**.
2. The Application Form can be downloaded in Microsoft Word document format from www.stiveschambers.co.uk and completed electronically. Please type your application if possible. If hand-writing your application, please print in block capitals using black ink. In either case, the Applicant's Declaration should be signed and dated by hand.
3. Prior to interview, all applications are assessed wholly anonymously, with Parts A and I (personal details and referees) having been removed administratively for that purpose. Please do not include elsewhere in your application any personal details which might compromise the anonymity of your application and of our initial assessment process. An application which does not comply with this requirement may not be considered.
4. Please set out all relevant information in chronological order within each section of the application form.
5. Please observe all word limits strictly as unduly lengthy answers may not be considered. Where necessary, you may include 'bullet points' rather than a fuller narrative.

6. Regrettably, we cannot interview all applicants. A short-list of candidates for first round interviews is drawn up based on the information contained in the Application Form. Please do not submit a separate CV or any other documents with your Application Form, save for your Diversity Data Questionnaire. No additional documents submitted will be considered. An application submitted along with additional documents may not be considered.
7. If there is insufficient space in any section of the Application Form in which to set out your answer, please continue your answer on a separate sheet, clearly identifying the Part of the Application Form to which each continuation pertains. Please, however, keep in mind and observe notes 5 and 6 above.
8. All applications are assessed, in the first instance, by reference to the following criteria:
 - a. academic record (assessed *primarily* by reference to Part C of the Form);
 - b. relevant experience (assessed *primarily* by reference to Part E);
 - c. motivation to practise at the Bar (assessed *primarily* by reference to Part F);
 - d. written communication skills (assessed by reference to the Form as a whole);with each of the four criteria being given equal weight at the 'initial assessment' stage.
9. Through the recruitment process as a whole, from paper application to final interview, applications are assessed by reference to the following criteria (listed neither exhaustively nor in any particular order of importance):
 - a. academic record (particularly at University – at least a '2.1' degree is preferred);
 - b. relevant past experience;
 - c. motivation to practise at the Bar;
 - d. written communication skills;
 - e. oral communication skills;
 - f. interpersonal skills;
 - g. mental agility and analytical thinking;
 - h. resilience, drive and determination.

10. A previous unsuccessful application for pupillage with St Ives Chambers is not a bar to a further application and consideration will be given to the fact of the previous application and any relevant change of circumstances in assessing the merits of that application.
11. At any stage of the recruitment process a candidate may be rejected on the ground that they have provided inaccurate or misleading information or, in the view of the Pupillage Committee, has behaved in a manner that renders them unsuitable for pupillage with St Ives Chambers.
12. St Ives Chambers operates an Equality and Diversity Policy. We strive to ensure that all candidates are treated fairly and are offered pupillage solely on the basis of their suitability irrespective of race, sex, disability, pregnancy and maternity, sexual orientation, marriage or civil partnership, gender re-assignment, religion or belief, or age. All candidates are encouraged to complete and return the enclosed Diversity Data Questionnaire, which forms no part of the assessment and recruitment process but gives us the information we need to implement our Equality and Diversity Policy.
13. Please send your Application and Diversity Data Questionnaires and stamped addressed envelope, in a single envelope clearly marked "PUPILLAGE", to:

ST IVES CHAMBERS
1-3 WHITTALL STREET
BIRMINGHAM
B4 6DH

14. Please note that Chambers does not accept applications submitted electronically, through the Pupillage Gateway or at all.
15. Please note that Chambers' staff are unable to advise applicants in respect of their completion of the Application Form or to provide updates in relation to the progress of their application, whether by telephone, in writing (by email or otherwise) or in person.

16. Applicants who are interviewed but not subsequently offered pupillage may request feedback in respect of their application. Any such request for feedback should, ideally, be sent by email to pupillage@stivechambers.co.uk within 28 days of notification of the outcome of the application to which it relates.

17. In the event that, after considering the Application Form and these Notes for Guidance, an applicant has a query concerning the completion or submission of their application, they may send their query by email to pupillage@stiveschambers.co.uk.

Timothy Bowe

Secretary to the Pupillage Committee