



St. Ives Chambers Pupillage Application Pack

Please find enclosed:

- **Pupillage Information Letter**
- **Pupillage Application Form for 2011 pupillage**
- **Notes for Guidance**
- **Monitoring Form**

PUPILLAGE INFORMATION FOR PUPILLAGES COMMENCING 2011

I enclose a copy of Chambers' Application form for pupillage commencing October 2011. Further copies will be available online from our website at www.stiveschambers.co.uk. You should receive the following: Application Form (4 pages), Notes for Guidance (1 page) and Monitoring Form (1 page).

You will see that the closing date for applications is 1 July 2010. The assessment process will take place during June and July. We intend to hold interviews on Saturday 10 July 2010 and possibly during weekday evenings of the weeks either side. Second interviews for the final shortlisted candidates will take place thereafter. However, no final decision to offer a pupillage is made until all applications have been considered. Any offer of pupillage will be made on or shortly after 2 August 2010 to fit in with the common Pupillage Portal timetable (although we do not accept applications via the Pupillage Portal).

St. Ive's Chambers currently has 55 tenants practising in all areas of common law with members specialising in particular areas. We have specialist groups which meet on a regular basis, namely: family; crime; property; regulatory and environmental; commercial; employment; and personal injury. Individual tenants specialise in immigration.

St. Ive's Chambers moved to new premises in July 1999, demonstrating our commitment to the future of the modern Bar. We are able to offer our clients, and members, a fully refurbished building which has been designed to meet our needs. All tenants' rooms are networked to Chambers' computer system with access to Lawtel and other online research facilities. We have 4 conference rooms, including a large seminar room with video conferencing facilities, a spacious reception area and a separate area for the clerking team. We have a fully equipped library and a professional librarian who attends on a part-time basis. We have full facilities for the disabled and some parking is available for clients and solicitors.

In line with our policy of gradual expansion we aim to take up to two 12 month pupils in October 2010. All pupillages are funded: £10,000 award in the first 6 months; £15,000 guaranteed earnings in the second 6 months. Recent tenants have earned £60,000 - £75,000 in their first year of tenancy.

Please read the Notes for Guidance which accompany the application form and return your application, together with the monitoring form and a stamped addressed envelope, marked 'PUPILLAGE' to:

NICHOLAS COLE
ST. IVE'S CHAMBERS
WHITTALL STREET
BIRMINGHAM B4 6DH

Nicholas Cole
Head of the Pupillage Committee

EDUCATION AND QUALIFICATIONS contd.

ACADEMIC & PROFESSIONAL

From	To	University etc., Subject and Examination Results

Inn of Court:

Date of Call to the Bar:

Other training courses attended:

From	To	Institution & Examination Results

Other qualifications, membership of professional bodies:

EMPLOYMENT/ CAREER HISTORY: PART C

(Please put most recent first indicating whether a full-time or vacation job)

From	To	Employer	Position held and responsibilities

Please continue on a separate sheet if necessary

LEGAL EXPERIENCE: PART D

Please include details of any legal experience, mini-pupillages, relevant unpaid or voluntary work, mooting or other skills, relevant to being a pupil and practising at the Bar.

INTERESTS/ACHIEVEMENTS/OTHER INFORMATION: PART E

Please include details of other achievements, interests and any other information you would like us to know about, relevant to being a pupil and practising at the Bar.

Please continue on a separate sheet if necessary.

What makes you want to be a barrister and why have you applied to St. Ive's Chambers?

Have you previously applied for pupillage at St. Ive's Chambers (if yes, when)?

REFERENCES: PART F

Please give the names and addresses of two people who can confirm your employment and/or academic record.

Name

Address

Name

Address

NOTES FOR GUIDANCE

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM

1. The final closing date for all pupillage applications is 1st July 2010. The assessment process will be in June/July. Interviews will be held on Saturday 10th July 2010 and possibly during the preceding and following weeks so you should be aware that you need to be available during that period. Do not worry if you do not hear from us straight away as we finalise our interview shortlist during the first week of July.
2. Please complete the form in black ink: it will be photocopied. Give all information in chronological order save where indicated otherwise on the form.
3. We cannot interview all applicants. A short-list of candidates for first interviews is drawn up based solely on the information contained in this application form. We will not consider C.V.s or any other documents enclosed with this form.
4. First interviews will be by a panel of 3 members of the Pupillage Committee. In order to maximise the number of candidates that we are able to interview, the initial interviews will be of about 10-15 minutes duration. Those candidates who proceed to the second round of interviews will have a longer interview by up to 5 members of the Committee, probably including an advocacy exercise. We aim to make any offer on or around 2 August 2010, in line with the Pupillage Portal offer date.
5. The following criteria are used in deciding who to interview, where applicable, and in deciding to whom we should offer a pupillage:
 - (i) academic performance (particularly at university);
 - (ii) mental agility;
 - (iii) ability to relate well to lay and professional clients;
 - (iv) ability to relate well to members of Chambers and staff;
 - (v) potential as an advocate;
 - (vi) commitment to practising at the Bar;
 - (vii) relevant or interesting past experience (legal, academic or social etc.);
 - (viii) presentation of written application; and
 - (ix) presentation at interview.

(The foregoing is not an exhaustive list, but indicates the main areas relevant to the assessment of a candidate. Nor is the list arranged in order of importance).

At any stage of the procedure a candidate may be rejected on the ground that he or she has provided inaccurate or misleading information or, in the view of the Pupillage Committee, has behaved in a manner which renders him or her unsuitable to be a member of St. Ives Chambers.
6. Chambers operates an equal opportunities 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, ethnic origin, sexuality, disability or age.
7. Please complete and return the enclosed monitoring form. It is identified by number only and gives us the information we need to implement our equal opportunities policy.
8. Application forms should be returned marked öPUPILLAGEö, to NICHOLAS COLE, ST. IVE'S CHAMBERS, WHITTALL STREET, BIRMINGHAM B4 6DH.
PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE.

