



St Ives Chambers' Pupillage Application Pack

Please find enclosed:

- Pupillage Information
- Pupillage Application Form for 2019 pupillage
- Notes for Guidance

INFORMATION FOR PUPILLAGES COMMENCING 2019

I enclose a copy of Chambers' application form for pupillage commencing October 2019. Further copies (in Microsoft Word format) are available online from our website at www.stiveschambers.co.uk.

You will see that the closing date for applications is **Thursday 7th February 2019**. We intend to hold **first round interviews on Saturday 26th March 2019 and second round interviews on Saturday 30th March 2019**. Any offer of pupillage will be made in **April 2019** in keeping with the common Pupillage Gateway timetable (although we do not accept applications via the Pupillage Gateway).

St Ives Chambers currently has 74 tenants, and 13 door tenants, including eight of whom are Queen's Counsel, practising in all areas of common law with members specialising in particular areas. We have eight specialist groups which meet on a regular basis, namely:

family; family (finance); crime; business & property; Court of Protection; housing; regulatory and personal injury.

St Ives Chambers is committed to the future of the modern Bar. We are able to offer our clients, and members, a fully refurbished building that has been designed to meet our needs. All tenants' rooms are networked into Chambers' computer system with access to Lawtel and other online research facilities. We have four conference rooms, including a large seminar room with video conferencing facilities, a spacious reception area and separate areas for the clerking team, fees team, marketing and business administration. We have a fully equipped library and a professional librarian who attends Chambers on a part-time basis. We have full facilities for the disabled and some car parking is available for clients and solicitors.

In line with our policy of gradual expansion we aim to take three 12 month pupils in October 2019. All pupillages are funded: £12,000 award in the first 6 months; £15,000 guaranteed earnings in the second 6 months with cash-flow support. Recent tenants have earned £50,000 - £75,000 in their first year of tenancy.

Please read the Notes for Guidance that accompany the application form and return your application, together with the monitoring form (which can be downloaded from www.stiveschambers.co.uk) and a stamped addressed envelope, marked "PUPILLAGE" to:

TIMOTHY BOWE
ST IVES CHAMBERS
WHITTALL STREET
BIRMINGHAM
B4 6DH

Timothy Bowe
Secretary to the Pupillage Committee

ST IVES CHAMBERS

PUPILLAGE APPLICATION FORM

Confidential

Closing Date: 7th February 2019

Reference No. 2019/

PERSONAL DETAILS: PART A

PLEASE USE BLOCK LETTERS

Full name

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Address

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Tel:

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Mobile:

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Email:

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EDUCATION AND QUALIFICATIONS: PART B

SECONDARY

From	To	Name of School/College & Examination Results (list subjects, level and grades)
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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 Ives Chambers?

Have you previously applied for pupillage at St Ives 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 **7th February 2019**. The assessment process will be in March and April. **First round interviews will be held on 16th March 2019.**
Second round interviews will be held on 30th March 2019.
2. The application form can be download in a word document format from www.stiveschambers.co.uk and must be completed electronically (not handwritten). 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 three 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 minutes duration. Those candidates who proceed to the second round of interviews will have a longer interview by up to five members of the Committee, probably including an advocacy exercise.
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 – at least 2.1 degree preferred);
 - (ii) mental agility and analytical thinking;
 - (iii) interpersonal skills and ability to work as part of a team;
 - (iv) resilience, drive and determination;
 - (v) potential as an advocate;
 - (vi) motivation and commitment to practising at the Bar;
 - (vii) relevant or interesting past experience (legal, academic or social etc.);

- (viii) effective written communication skills - presentation of written application; and
- (ix) oral communication skills.

(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 that renders him or her unsuitable to be a member of St. Ives Chambers.

6. 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, marital or civil partnership, gender re-assignment, religion or belief, 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 Equality and Diversity Policy.
8. Hard copies of the application forms should be returned marked "PUPILLAGE" to:

**TIMOTHY BOWE
ST IVES CHAMBERS
WHITTALL STREET
BIRMINGHAM
B4 6DH.**

**PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE.
GOOD LUCK!**