**MINI PUPILLAGE APPLICATION – GUIDANCE**

**Introduction**

Thank you for your interest in applying for a mini pupillage at 5 Stone Buildings.

Please read the information in the mini pupillage section of Chambers’ website before completing this application form.

**Selection criteria**

The selection criteria which we apply to applications for mini pupillage is available in the mini pupillage section of our website under the file name “Pupillage Qualities and Abilities Guidance”. This is the same criteria that we apply to applications for pupillage.

**Anonymisation**

All mini pupillage applications are assessed on an anonymised and institution blind basis. This means that the barristers conducting the selection process do not receive any information as to your name, address, institution(s) of study for secondary education, institution(s) of study for higher education, and institution(s) of study for further post-school qualifications.

Where this information is provided by you in Part A in answer to direct questions on the application form (for example where you are asked to state your name), the information is removed by a member of staff prior to the application being assessed by the mini pupillage committee. The application form has been designed so this can be done easily.

You must ensure that you do not provide any of this information in your answers in Part B of the application form (for example when explaining why you believe you will make a good barrister). Where necessary this is achieved by, for example, referring in general terms to ‘my school’ or ‘my university’. If you do not adhere to this requirement your application will be redacted by a member of staff or returned to you for revision.

**Boxes and word limits**

Please feel free to expand the boxes on the application form where necessary, subject of course to compliance with any word limits where specified.

**Submission**

Completed forms should be attached to an email addressed to [kmacfarlane@5sblaw.com](mailto:kmacfarlane@5sblaw.com) marked “Mini Pupillage”.

**Mini Pupillage Committee**

**16 January 2022**

**MINI PUPILLAGE APPLICATION – PART A**

The information in this section of the form will be removed by a member of staff before the application is assessed by the mini pupillage committee.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | |
| Surname |  | | | First Name |  | | | Title |  |
| Street address | |  | | | | | | | |
| Town / City |  | | | | | | Postcode |  | |
| Phone No |  | | | Email address | |  | | | |
|  | | | | | | | | | |
| **INSTITUTIONS ATTENDED** | | | | | | | | | |
| Secondary education | | |  | | | | | | |
| University - undergraduate | | |  | | | | | | |
| Other – including higher degrees, GDL, Bar Course | | |  | | | | | | |

|  |  |
| --- | --- |
| **DATES AND FUNDING** | |
| Preferred dates for mini pupillage |  |
| In suitable cases Chambers will cover the reasonable expenses of attending a mini pupillage (for example, travel, accommodation or childcare expenses, or lost earnings). If you would like to apply for an award, please say so here and what sum you seek. If you are able, briefly say why it would be helpful. |  |
| **EQUAL OPPORTUNITIES MONITORING**  5 Stone Buildings is committed to providing equal opportunities for all applicants for mini pupillage.  **Completion of this part of the form is VOLUNTARY and whether or not you do so will not be taken into account in assessing your application.**  However, it would greatly assist us in monitoring the effectiveness of our equal opportunities policy if you do complete this part of the form and return it with your application.  The information on this part of the form will be used only for monitoring purposes and not for the purpose of assessing the merits of your application. | |
| 1. What best describes your gender? | FEMALE / MALE / PREFER NOT TO SAY / PREFER TO SELF-DESCRIBE: |
| 2. Do you consider yourself to be disabled to the extent that you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities? | YES / NO / PREFER NOT TO SAY |
| 3. What is your date of birth?  Leave the box blank if you would prefer not to say |  |
| 4. Please tick the box which most closely describes your ethnic origin (please tick only one box)  Leave the boxes blank if you would prefer not to say | |  |  |  |  | | --- | --- | --- | --- | | White British |  | Black African |  | | White Irish |  | Other Black |  | | Other White |  | Indian |  | | White-Black/Caribbean |  | Pakistani |  | | White-Black/African |  | Bangladeshi |  | | White/Asian |  | Chinese |  | | Other Mixed |  | Other Asian |  | | Black Caribbean |  | Other: |  | |
| 5. Which of the following most closely describes your sexual orientation? | BI / GAY MAN / GAY WOMAN OR LESBIAN HETEROSEXUAL / PREFER NOT TO SAY / PREFER TO SELF-DESCRIBE: |

**MINI PUPILLAGE APPLICATION – PART B**

You must provide the information in this section of the form in an anonymised and institution blind manner. This means that you must not state your name, address, name of institution(s) of study of secondary education, name of institution(s) of study for higher education, or name of institution(s) of study for further post-school qualifications. Please refer to the guidance at the beginning of this document.

This section of the form will be used to assess your application for mini pupillage.

|  |  |
| --- | --- |
| **SECONDARY EDUCATION** Please include grades / dates / nature of qualification / subject.  If you studied qualifications which are equivalent to GCSEs, AS-Levels and A-Levels, please provide details of those qualifications. | |
| GCSEs |  |
| AS-levels |  |
| A-levels |  |

|  |  |
| --- | --- |
| **HIGHER EDUCATION**  Please fill in details of your first undergraduate degree and module or subject results. If the degree is not yet completed please give such results as are currently available. | |
| Course |  |
| Modules and marks |  |
| Dates |  |
| Overall degree classification |  |

|  |  |
| --- | --- |
| **FURTHER POST-SCHOOL QUALIFICATIONS (1)** (including higher degrees, GDL and Bar Course) | |
| Qualification |  |
| Dates |  |
| Result or classification |  |

|  |  |
| --- | --- |
| **FURTHER POST-SCHOOL QUALIFICATIONS (2)** (including higher degrees, GDL and Bar Course) | |
| Qualification |  |
| Dates |  |
| Result or classification |  |

|  |  |
| --- | --- |
| **CURRENT SITUATION AND CIRCUMSTANCES** | |
| Please describe your current situation and circumstances (for example, current employment or stage of university career). |  |

|  |  |
| --- | --- |
| **KNOWLEDGE AND USE OF THE LAW** | |
| Please outline a current topical legal issue, and explain why it interests you.  (200 words max) |  |

|  |  |
| --- | --- |
| **COMMUNICATION SKILLS, PERSONAL QUALITIES AND EFFICIENCY** | |
| Why do you believe that you will make a good barrister? In your answer please identify any relevant experience or skills that you believe may help you in your career.  (200 words max) |  |

|  |  |
| --- | --- |
| **MOTIVATION** | |
| Why are you applying for a mini pupillage at 5 Stone Buildings?  (150 words max) |  |

|  |  |
| --- | --- |
| Date |  |