**Unfunded Pupillage application form**

Chambers invites applications for unfunded pupillages, lasting up to twelve months.

**Pupillages are not funded and unfunded pupils will not be offered tenancy.**

Any offer is subject to Chambers obtaining a waiver in respect of the individual pupillage from the Bar Standard Board’s Pupillage Funding and Advertising Committee in respect of the obligations it imposes to fund and advertise pupillages.

|  |  |
| --- | --- |
| **Name and title** |  |
| **Email** |  |
| **Telephone** |  |

**DATA PROTECTION NOTICE**

It is anticipated that, once you have filled in this application form (and if you fill in the Diversity Monitoring Questionnairefound at the end of the application), you will be providing Ten Old Square (“Chambers”) with “personal data” (as defined in the Data Protection Act 2018 (“DPA 2018”) and the UK General Data Protection Regulation (“UK GDPR”)) and that some of that data may fall within the special categories of data as defined in the GDPR.

We are, therefore, required to provide you with the following information:

* The data controller is Simon Taube KC (who may be represented by any member or employee of Chambers) and can be contacted at [pupillage@tenoldsquare.com](mailto:pupillage@tenoldsquare.com).
* Your data will be processed for the purposes of assessing your application for Unfunded Pupillage at Chambers and, if you complete the Diversity Monitoring Questionnaire, will also be used as part of Chambers’ equality and diversity monitoring.
* The legal basis for that processing will be the provision of your consent.
* Your data may be seen by any member or employee of Chambers.
* The data will be retained for up to six years (or longer in exceptional circumstances), except that the data of anyone who is offered an Unfunded Pupillage which shall be retained indefinitely. For further details, please see our Pupillage and Junior Recruitment Policy.
* Under the DPA 2018 and the UK GDPR, you have:
  + a right to request access to and rectification or erasure of personal data or restriction of processing concerning you or object to processing and a right to data portability;
  + a right to withdraw your consent at any time.
* However, the provision of any personal data you choose to include in the application form (but not in the Diversity Monitoring Questionnaire) is required in order for Chambers to assess whether to offer you Unfunded Pupillage. So, if you choose not to provide that data or to request that it is erased, or request that its processing be restricted or if you withdraw your consent during the application process, Chambers will not be able to consider your application.
* You may lodge a complaint with a supervisory authority.

**Please note: by submitting this application form (with or without the Diversity Monitoring Questionnaire) you are consenting to the information in your application, and to any further personal data you provide to any member or employee of Chambers during or related to the Chambers Unfunded Pupillage process (whether in writing, orally or otherwise), being held and processed by Chambers in the manner set out above.**

|  |  |
| --- | --- |
| **1** | **Please state the number and grade of exams equivalent to GCSEs** (taken age 16)**.** |
| **Name of Examinations** | |
| **Date of Examinations:** | |
| **Grades:** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **Please state the subjects taken equivalent to AS, A and S level and the grades obtained** (taken age 18)**.** | | | | |
| Date | | A or S | Subject | Grade | School attended |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3** | **Please give details of your degrees, including post-graduate degrees.** | | | |
| **Date** | | **Subject** | **University** | **Class** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4** | **Please give details of any other post-graduate qualification, including GDL if appropriate.** | | | |
| **Date** | | **Nature of Qualification** | **Institution** | **Grade/Class** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5** | **If available, please specify individual subjects studied as part of your degree (whether you studied law or not) and GDL (if applicable) with dates and grades, e.g. "Tort 20xx: 67%".** | | | | | |
| **Subject** | | **Date** | **Grade** | **Subject** | **Date** | **Grade** |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |

|  |  |
| --- | --- |
| **6** | **If it is not clear from the above, please set out what you are currently doing.** |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **Please give details of any scholarship or award.** | | |
| **Date** | | **Award** | **Awarding Body** |
|  | |  |  |
|  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **8** | **Please give details of any relevant legal work experience.** | | |
| **Dates** | | **Chambers/Solicitors’ Firm/Other** | **Brief Description of Work** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9** | **Please give details of any previous employment.** | | | |
| **From** | | **To** | **Job Description** | **Brief Description of Work** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |
| --- | --- |
| **10** | **Please give details of any restrictions on your ability to work in the UK that will or may apply to you during your pupillage period.** |
|  | |

|  |  |
| --- | --- |
| **11** | **Have you ever been convicted of any criminal offence or are there any proceedings pending against you anywhere in respect of any criminal offence?**  **If so, please give details and any mitigating circumstances you would like to draw to our attention.** |
| Please note that for this purpose:   1. a “criminal offence" means any offence, wherever and whenever committed, under the criminal law of any jurisdiction except (i) an offence for which liability is capable of being discharged by payment of a fixed penalty; and (ii) an offence which has as its main ingredient the unlawful parking of a vehicle. Any conviction which is spent within the meaning of the Rehabilitation of Offenders Act 1974 is nevertheless required to be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; 2. Proceedings are pending if (i) you are currently charged with, or (ii) you are on bail or in detention or custody (or have failed to surrender to custody) in connection with, any criminal offence. | |
|  | |

|  |  |
| --- | --- |
| **12** | **Please set out which jurisdiction(s) you intend to practise in on completion of pupillage.** |
|  | |

|  |  |
| --- | --- |
| **13** | **If you have an offer of tenancy or employment that will commence after completion of pupillage, please set out the details.** |
|  | |

|  |  |
| --- | --- |
| **14** | **Chambers’ selection criteria are as follows:**   1. **genuine interest in Chambers’ fields of practice;** 2. **academic ability;** 3. **analysis and reasoning;** 4. **knowledge and understanding of the law;** 5. **written communication skills;** 6. **oral communication skills;** 7. **ability to relate to lay and professional clients;** 8. **resilience, perseverance and a drive to succeed at the Bar;** 9. **ongoing benefit to Chambers of a continuing connection with you after you have completed pupillage and left Chambers.**   **Please demonstrate how you meet our selection criteria.** |
|  | |

|  |  |
| --- | --- |
| **13** | **Give any other information which you would like the committee to have, including mitigating circumstances, outside interests and achievements.** |
|  | |

|  |  |
| --- | --- |
| **14** | **Please give the details of two referees whom we may contact. Where possible, at least one should be an academic referee.** |

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Relationship to you** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Job title** |  |
| **Relationship to you** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

**Please email this form together with the equal opportunities monitoring form to** [**pupillage@tenoldsquare.com**](mailto:pupillage@tenoldsquare.com)**.**

**The Diversity Monitoring Questionnaire is not used as part of the selection process and will not be reviewed by those members of Chambers taking part in the recruitment process, during the process.**

***Strictly Private and Confidential***

**Diversity Monitoring Questionnaire**

***The Diversity Monitoring Questionnaire is not used as part of the selection process and will not be read by those members of Chambers taking part in the recruitment process, during the process.***

Ten Old Square wishes to ensure that we are able to recruit, develop and retain the most talented barristers, pupils and staff to our chambers. We value the diversity of backgrounds, skills and experiences found in our chambers, and actively promote an inclusive culture where all our members and staff are able to flourish. As part of meeting our commitments to equality and diversity, Chambers collects and (after a recruitment process has ended) analyses statistical information on all those that apply for positions here. This enables us to ensure that we continue to attract and select our pupils and members solely on the basis of talent and their potential to succeed.

The information that you are asked to provide in the section below will be treated in the strictest confidence. The information requested relates to those areas covered in the Bar Standard Board’s Equality Rules and Guidance. It will be held confidentially by the Equal Opportunity Officers and will be used solely for statistical monitoring purposes and will not be used in the selection process.

You are not obliged to answer all or any of the questions but in providing this information you will help us to ensure that our recruitment is fair and objective for all.

**Please fill in the form by typing an ‘x’ in the appropriate box in the right-hand column of each table.**

**Please do not write in any other text.**

|  |  |
| --- | --- |
| 1. **Please indicate whether you identify as:** | |
| Male |  |
| Female |  |
| Non-binary |  |
| Other |  |

|  |  |
| --- | --- |
| 1. **Please indicate which age bracket includes your current age in years** | |
| 19-21 |  |
| 22-23 |  |
| 24-25 |  |
| 26-27 |  |
| 28-30 |  |
| 31-35 |  |
| 41-45 |  |
| 46-50 |  |
| 51-55 |  |
| 56-65 |  |
| 66+ |  |

|  |  |
| --- | --- |
| 1. **What is your ethnic group?**   ***Select one of the groups below to indicate your ethnic group (please select one only)*** | |
| **Asian or Asian British** | |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |
| **Black, Black British, Caribbean or African** | |
| Caribbean |  |
| African |  |
| Any other Black, Black British, or Caribbean background |  |
| **Mixed or multiple ethnic groups** | |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed or multiple ethnic background |  |
| **White** | |
| English, Welsh, Scottish, Northern Irish or British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Roma |  |
| Any other White background |  |
| **Other ethnic group** | |
| Arab |  |
| Any other ethnic group |  |

|  |  |
| --- | --- |
| 1. **Do you consider yourself to have a disability?** | |
| *The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial long term, adverse effect on his or her ability to carry out normal day‐to‐day activities. “Long term” means that the impairment is likely to or has lasted for 12 months or more.* | |
| 1. **Do you consider yourself to have a disability according to the definition above?** | |
| Yes |  |
| No |  |
| 1. **Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | |
| Yes, limited a lot |  |
| Yes, limited a little |  |
| No |  |

|  |  |
| --- | --- |
| 1. **What is your sexual orientation?** | |
| Bisexual |  |
| Gay or lesbian |  |
| Straight or heterosexual |  |
| Any other sexual orientation |  |

|  |  |
| --- | --- |
| 1. **What is your religion or belief?** | |
| No religion or belief |  |
| Buddhist |  |
| Christian (all denominations) |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |

|  |  |
| --- | --- |
| 1. **Is your gender the same as you were assigned at birth?** | |
| Yes |  |
| No |  |

|  |  |
| --- | --- |
| 1. **What is your socio-economic background?** | |
| 1. **If you went to university (to study a BA, BSc course or higher) were you part of the first generation of your family to do so?** | |
| Yes |  |
| No |  |
| Did not attend university |  |
| 1. **Did you mainly attend a state or fee-paying school between the ages of 11‐18?** | |
| State |  |
| Fee-paying |  |
| 1. **If you attended a fee-paying school, did you ever receive any kind of financial award to cover 50% or more of the school fees?** | |
| Yes |  |
| No |  |

|  |  |
| --- | --- |
| 1. **Do you have caring responsibilities?** | |
| 1. **Are you a primary carer for a child or children under 18?** | |
| Yes |  |
| No |  |
| 1. **Do you look after or give any help or support to family members, friends, neighbours or others because of either: i) Long-term physical or mental ill‐health/disability; ii) Problems related to old age?** (Do not count anything you do as part of your paid employment.) | |
| No |  |
| Yes, 1-19 hours a week |  |
| Yes, 20-49 hours a week |  |
| Yes, 50+ hours a week |  |