**Mini-Pupillage Application Form**

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| **Name** |  |
| **Email** |  |

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| All applicants for mini-pupillage at Ten Old Square must have either (a) completed at least the first year of a law degree or (b) applied for or obtained a place on a law conversion course (such as the PGDL or MA in Law) before applying for mini-pupillage.  **Please type an ‘x’ in the right-hand column to confirm which of these applies to you.** You will be able to provide full details of your qualifications on the form below. | |
| I have completed at least the first year of a law degree |  |
| I have applied for, obtained a place on, or completed a law conversion course |  |

**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 mini-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 one year (or longer in exceptional circumstances), except that the data of those who are offered an Access mini-pupillage may be retained for up to five years. 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 mini-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 mini-pupillage process (whether in writing, orally or otherwise), being held and processed by Chambers in the manner set out above.**

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| 1. **Please state the number of GCSEs (or equivalent) at grades A\*-C / 9-4 you have at each grade (e.g. “5 A\*s, 3 As, 2 Bs” / “4 9s, 4 8s and 2 7s”)** |
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| 1. **Please provide details of your A-levels (or equivalent)** | | | | |
| **Date** | **Qualification** | **Subject** | **Grade** | **School attended** |
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| 1. **Please give details of your degrees, including postgraduate degrees** | | | |
| **Date** | **Subject** | **University** | **Class** |
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| 1. **Please give details of any other postgraduate qualification (including GDL if applicable)** | | | |
| **Date** | **Nature of Qualification** | **Institution** | **Grade/Class** |
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| 1. **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** |
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| 1. **Please give details of any scholarship or award** | | |
| **Date** | **Award** | **Awarding Body** |
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| 1. **Please give details of any previous employment or relevant work experience** | | | |
| **From** | **To** | **Job Description** | **Brief Description of Work** |
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| 1. **The criteria we look for in mini-pupillage candidates are:** 2. **Academic ability;** 3. **Analysis and reasoning;** 4. **Written communication skills;** 5. **Oral communication skills;** 6. **Resilience, perseverance and drive to succeed at the Bar in England and Wales.**   **Please briefly demonstrate how you meet our selection criteria.** | |
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| 1. **Access Mini-Pupillage** | |
| **We reserve one mini-pupillage per season for candidates who fulfil at least one of our access criteria. Those candidates will be guaranteed a first-round pupillage interview in the first year they apply for pupillage after being offered and accepting or completing the mini-pupillage.**  **If you would like to be considered for one of these places, please complete the following section.**  Applying as part of this scheme will not prevent your application from being considered for one of the mini-pupillages available for all candidates.  Please note that, in order to obtain the automatic interview, candidates must provide the Pupillage Secretary with their Gateway candidate number, prior to the date on which the Gateway gives Chambers access to the applications. This information should be sent to [pupillage@tenoldsquare.com](mailto:pupillage@tenoldsquare.com).  **Please type an ‘x’ in the right-hand column to indicate any criteria which apply to you** | |
| You were eligible for free school meals[[1]](#footnote-1) |  |
| Your family has received some form of income support benefit |  |
| You have (or have previously had) long-term caring responsibilities[[2]](#footnote-2) |  |
| You were in care yourself |  |
| You are or have been a refugee or asylum seeker |  |

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| **Name:** | **Date:** |

*Please now fill out the Diversity Monitoring Questionnaire below and email the completed document to* [*minipupillage@tenoldsquare.com*](mailto:minipupillage@tenoldsquare.com)*.*

*Your application will be reviewed after the end of the next application deadline, and you will receive confirmation of the outcome in due course after that. Please note that Ten Old Square is unable to provide feedback on mini-pupillage applications.*

***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) may analyse statistical information on all those that apply for mini-pupillages. This enables us to ensure that we continue to attract and select our mini-pupils 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 Mini-Pupillage Secretary, 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.**

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

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| 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+ |  |

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| 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 |  |

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| 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 |  |

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

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

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

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| 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 |  |

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| 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 |  |

1. Other than Universal Infant Free School Meals. [↑](#footnote-ref-1)
2. For these purposes, “long-term caring responsibilities” means a commitment to providing unpaid care to a family member or friend who could not cope without your support. This may be due to illness, disability, a mental health issue, or substance misuse. The caring responsibilities must have lasted (or be likely to last) for at least 6 months. [↑](#footnote-ref-2)