

# Vacancy Information Form

Please complete this form if you are only intending to post a free advertisement on the Pupillage Gateway and return it to the Bar Council Services Team at [pupillagegateway@barcouncil.org.uk](mailto:pupillagegateway@barcouncil.org.uk) alongside a JPEG of your Authorised Education and Training Organisation logo.

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| **Note:** If you are trying to place an advertisement on the Pupillage Gateway outside of the [mandatory recruitment timetable](https://www.pupillagegateway.com/providers#timetable), please note that you should also include with its email a copy of a Bar Standards Board approved [Application for a Waiver from the Pupillage Advertising and Recruitment Requirements.](https://www.barstandardsboard.org.uk/training-qualification/barrister-training-waivers-and-exemptions.html) |

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| **Name of AETO\*** |  |

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| **Note:** All mandatory fields are marked with a red asterisk **\***. |

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| **Pupillage Vacancy Title\*** |  |  | **Guidance Notes:** Please use the following format: [Name of Authorised Education and Training Organisation] - [Length of Pupillage] - [Start Date (M/Y)] e.g. Bar Council - 12 Months - October 2023. |

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| **Number of Pupillages Available\*** |  |  | **Guidance Notes:** This must be a numerical value, but you will not be restricted by it when you make your offer(s) of pupillage i.e. you may offer more, or fewer, on the relevant date. |

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| **Pupillage Start Date\*** |  |  | **Guidance Notes:** Please state the month and year only e.g. September 2023. |
| **Pupillage Type\***  **delete any not applicable** | 12-month pupillage **or** 18-month pupillage **or** 24-month pupillage |  |  |
| **Pupillage Award Type\***  **delete any not applicable** | Partially Fixed/Guaranteed Earnings **or** Fixed Earnings |  |  |

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| **Pupillage Award Type\*** |  |  | **Guidance Notes:** Please add a description of the award e.g. '£23,000 per annum' or '£20,000 during the practicing period with guaranteed earnings of £2,000 per month thereafter'. |

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| **Location\*** |  |
| **Postcode\*** |  |
| **Circuit\***  **delete any not applicable** | Midlands / Multiple Circuits / North Eastern / Northern / South Eastern / South Eastern (London) / Wales & Chester / Western |

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| **Advertisement Opening Date\*** |  |
| **Advertisement Closing Date\*** |  |

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| **Note:** The closing time of all advertisements on the Pupillage Gateway is 23:59 on the relevant date. |

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| **Note:** If you do not complete one or more of the following sections then it, or they, simply won't appear on your advertisement. You can include hyperlinks in the text, and it will be replicated in your Pupillage Gateway advertisement. |

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| **About AETO and Structure of Pupillage** |  |  |  |
| **Financial and Other Support Available** |  |  |  |
| **Equality Diversity and Inclusion** |  |  | **Guidance Notes:** Please use this section to provide applicants with information about the equality, diversity, and inclusivity initiatives of your Authorised Education and Training Organisation that may be relevant to them during their pupillage. Additionally, please provide the contact details of the acting Accessibility Officer so that applicants can contact them directly to enquire about the accessibility of your Organisation prior to making an application. |
| **How to Apply** |  |  |  |
| **Any Other Relevant Information** |  |  |  |
| **Areas of Practice** |  |  | **Guidance Notes:** Please tag the areas of practice that are relevant to your Authorised Education and Training Organisation, with each separated by a comma e.g. Chancery, Commercial, Crime, Family, General Civil, Mixed Practice |

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| **Top Tip:** If you would like to add any PDF files to your vacancy, such as a copy of your template Pupillage Written Agreement or Pupillage Handbook, send them as additional attachments when returning this form to the Bar Council Services Team at [pupillagegateway@barcouncil.org.uk](mailto:pupillagegateway@barcouncil.org.uk). |