Applicant User Guide

Version 2.1 – 19 December 2023

Index

Before the opening of the advertisement window

1) Registering for an account on the Pupillage Gateway

To register for an account, go to the User Login page and follow these select 'Register now' underneath the 'Login' heading.

Fill in your first name, last name, email address, and set a secure and memorable password for your account. Confirm that you have read and agree to both the Privacy Policy and Terms and Conditions, and then click 'I agree. Create my account'.

Check your email account for the welcome email. You will now be able to log in to the Pupillage Gateway using your email address and the password you chose in step two above.

Pupillage Gateway

Dear

Welcome to the Bar Council Pupillage Gateway, the recruitment portal designed by the Bar, for the Bar of the future.

You are able to login to the site using the username and the password you selected when creating your account. If you have forgotten your password, please use the 'Forgotten' button on the site to generate a new one.

Username:

You can use the Gateway to search the vacancies for pupillages being advertised by Authorised Education and Training Organisations ("AETOs"), the majority of which will appear in accordance with the mandatory timetable, and to make your application(s) to the pupillage providers that choose to use the system to facilitate their respective recruitment processes.

To prepare in advance for the recruitment processes of the AETOs that accept applications through the Pupillage Gateway, you can also login to your profile throughout the year and upload or edit information relating to your academic and work experience history, and referees. Please note that, if applicable, there is no need to include information relating to any conversion course that you may have undertaken or to the vocational component at this stage, as that will form a separate part of the process when the application window opens in January of each year.

We wish you the best of luck with your applications.

Kind regards,
The Pupillage Gateway Team

Note: If you haven't received a welcome email from the Pupillage Gateway, then it may be because you have mistyped your email address. First, check your junk inbox and if you can find no record of the email there then contact the Bar Council Services Team at pupillagegateway@barcouncil.org.uk for assistance.

2) Resetting your password

If you have forgotten your password an 'Incorrect username or password' error message will appear when attempting to login to the Pupillage Gateway.
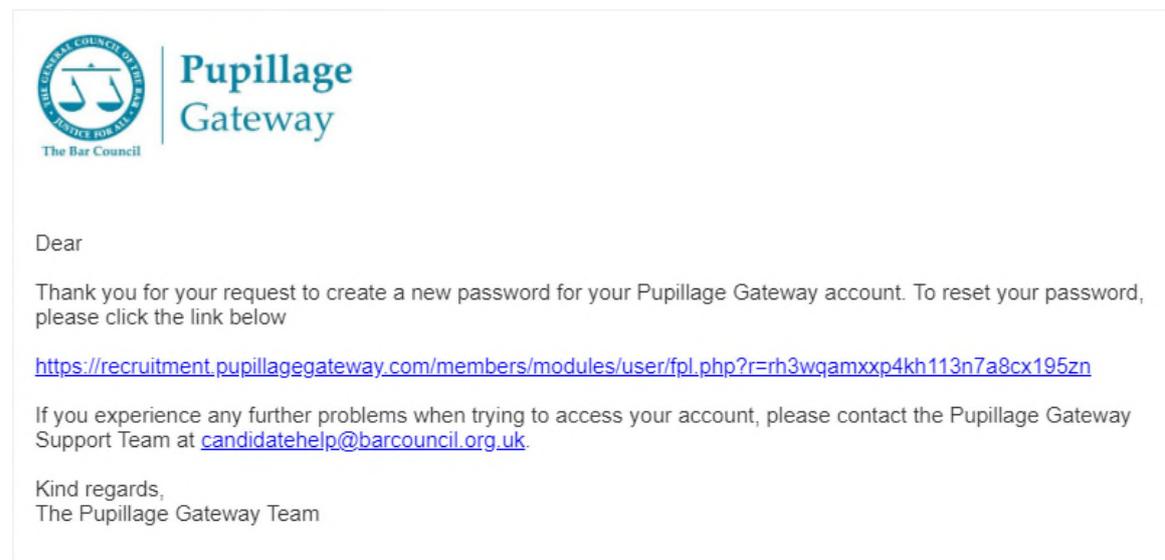
You can set a new password by using the 'Forgot Password?' reset button on the [User Login](#) page, entering your username (email address) and clicking 'Submit'.
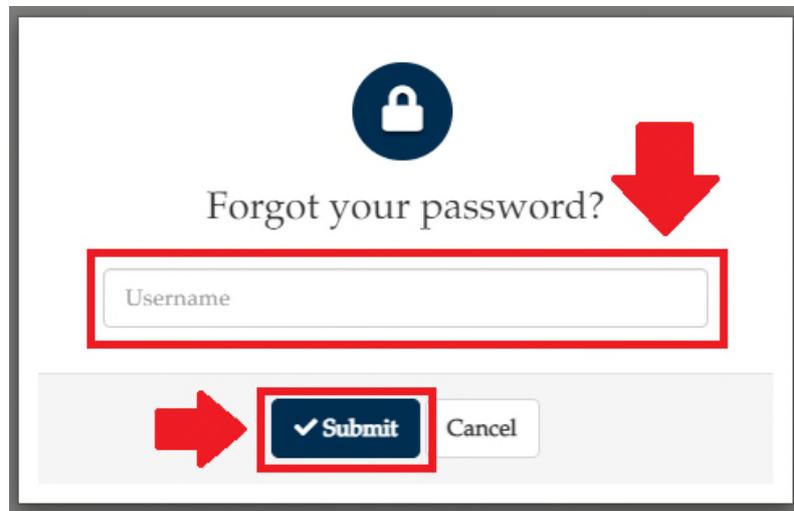
Check your email account for the password reset request email and follow the link provided to reset your password.

Dear

Thank you for your request to create a new password for your Pupillage Gateway account. To reset your password, please click the link below

https://recruitment.pupillagegateway.com/members/modules/user/fpl.php?r=rh3wqamxxp4kh113n7a8cx195zn

If you experience any further problems when trying to access your account, please contact the Pupillage Gateway Support Team at candidatehelp@barcouncil.org.uk.

Kind regards,
The Pupillage Gateway Team

Note: The system will disable your account for 15 minutes if you enter your password incorrectly three times in a row

3) Logging in

Once you have followed the steps set out under section 1 above and registered your account, you will be able to login at: https://recruitment.pupillagegateway.com/ using the email address and password you have set for yourself.

4) Building your profile

When you first log in to the Pupillage Gateway, you will be asked to start building your candidate profile using the platform's 'Profile Builder'.

Profile Builder Section 1: Personal Information

Title*	Dr/Miss/Mr/Mrs/Ms/Mx
Pronouns	Ey,Em/He,Him/She,Her/They,Them/Ze,Zir/Other (Other allows free text to be inserted)
First Name*	
Last Name*	
Mobile Number	
Email Address*	
Address*	

Note: As you go through the Profile Builder, please ensure that you have completed all mandatory fields (marked with a red asterisk * or as a 'Required Question').

Profile Builder Section 2: Pupillage Award Expectations

Your pupillage award expectations are used to match you to the relevant pupillage vacancies. For that reason, you will be offered a single option that is below the

minimum award Authorised Education and Training Organisations must pay, to ensure that you see all vacancies posted to the Pupillage Gateway.

Top Tip: During the advertisement and application window, you can search for pupillage vacancies by a specific 'Pupillage Award' range. See section 6 below for further information.

Profile Builder Section 3: Employment and Work Experience History

Top Tip: The information that you add to the 'Employment and Work Experience History' section of your profile will be automatically copied across to all applications that you make, regardless of whether they are in progress or have been submitted. You can add to your 'Employment and Work Experience History' at any time of the year, see section 5 below for further information.

Current Employee	Toggle on or off
Start Date (DD/MM/YYYY)*	
End Date (DD/MM/YYYY)*	
Position and Employment Status*	
Organisation Name*	
Description of Role and Responsibilities* **300-word limit**	

Note: When completing the 'Position and Employment Status' field, include the title of your role and specify which of the following categories it fell within: Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time),

Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time).

Profile Builder Section 4: Education History

Top Tip: The information that you add to the 'Education History' section of your profile will be automatically copied across to the applications that you make. You can add to your 'Education History' at any time of the year, see section 5 below for further information.

Type of Qualification*	
Currently Studying Here	
Start Date (DD/MM/YYYY)*	
End Date (DD/MM/YYYY)*	
Institution Name and Type*	
Name of Qualification	
Grades Obtained or Pending*	

Note: When completing the 'Institution Name and Type' field, please include both the name of the institution at which you studied and specify which of the following categories it fell within: Fee-paying, State, Grammar, Academy.

Please bear in mind that some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most will do the same for those you have obtained during your Further Education. You must use the 'Grades Obtained or Pending' section below to specify the grades you have received or expect to receive for each qualification,

including any GSCEs, A-Levels or equivalent. It is recommended that, in addition to specifying the final grade that you have received or expect in Further Education, you also include the percentages that you were awarded, or expect to be awarded, in respect of the individual modules associated with each qualification. If you do not include your grades then you risk not receiving any marks for your academic history, which could impact on the success of your application(s).

Profile Builder Section 6: Pupillage Start Date

Your preferred pupillage start date is used to match you to the relevant pupillage vacancies. You must be confident that you will have passed the Bar Training Course before the advertised start date of any pupillage that you apply for, and for that reason it is recommended that you select the earliest date this would be achievable for you.

Top Tip: During the advertisement and application window, you can search for pupillage vacancies by any of the 'Pupillage Start Date' options. See section 6 below for further information.

Profile Builder Section 7: Communication Opt-ins

I want to be automatically alerted when vacancies that I might be interest in are posted on the Pupillage Gateway	Yes/No
I am happy for the Authorised Education and Training Organisations that I apply to, to contact me about other news and events relevant to aspiring barristers	Yes/No
I am happy for the Bar Council to contact me about other news and events relevant to aspiring barristers	Yes/No

Once you have completed, as a minimum, all mandatory sections of the Profile Builder, select 'I agree, continue' to save your information and be taken to the main Dashboard.

5) Updating your profile and communications preferences

You can edit the 'Personal Information' section and edit or add to the 'Employment and Work Experience History' and 'Education History' sections of your profile at any time. Simply select 'Profile' from the main menu, followed by the relevant tab that will then appear on the left-hand side of the screen.

Note: If you edit information in your 'Profile' during the application window, any of your current applications will be updated accordingly, regardless of whether they are outstanding or submitted.

Top Tip: The edit symbol for the Pupillage Gateway looks like a pencil and the symbol to add further employment and work experience, or education, entries looks like a plus sign.

Note: Authorised Education and Training Organisations that use the Pupillage Gateway to manage their recruitment processes are given the option to anonymise their application forms and remove all personal information, and the names and locations of any academic institutions attended. The Bar Council recommends that they do so but does not mandate any such practice.

You can edit the 'Communications Opt-ins' section of your profile at any time. Simply select 'Settings' at the top-right hand corner of the screen and select, or deselect, your preferred communications from the 'Account Settings' page.

During the advertisement and application window

6) Searching for pupillage vacancies

To see all pupillage vacancies being advertised by Authorised Education and Training Organisations, simply select 'Search for Pupillages' from the 'Pupillage Vacancies' dropdown box in the main menu.
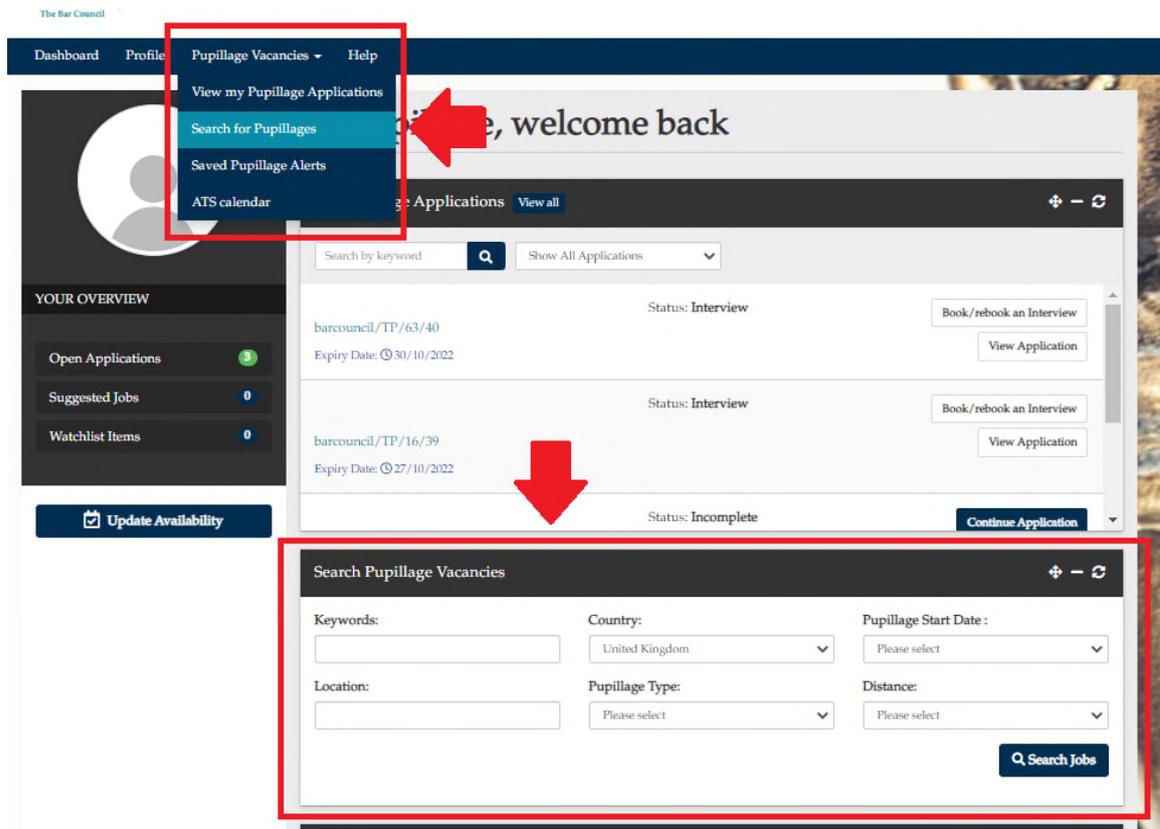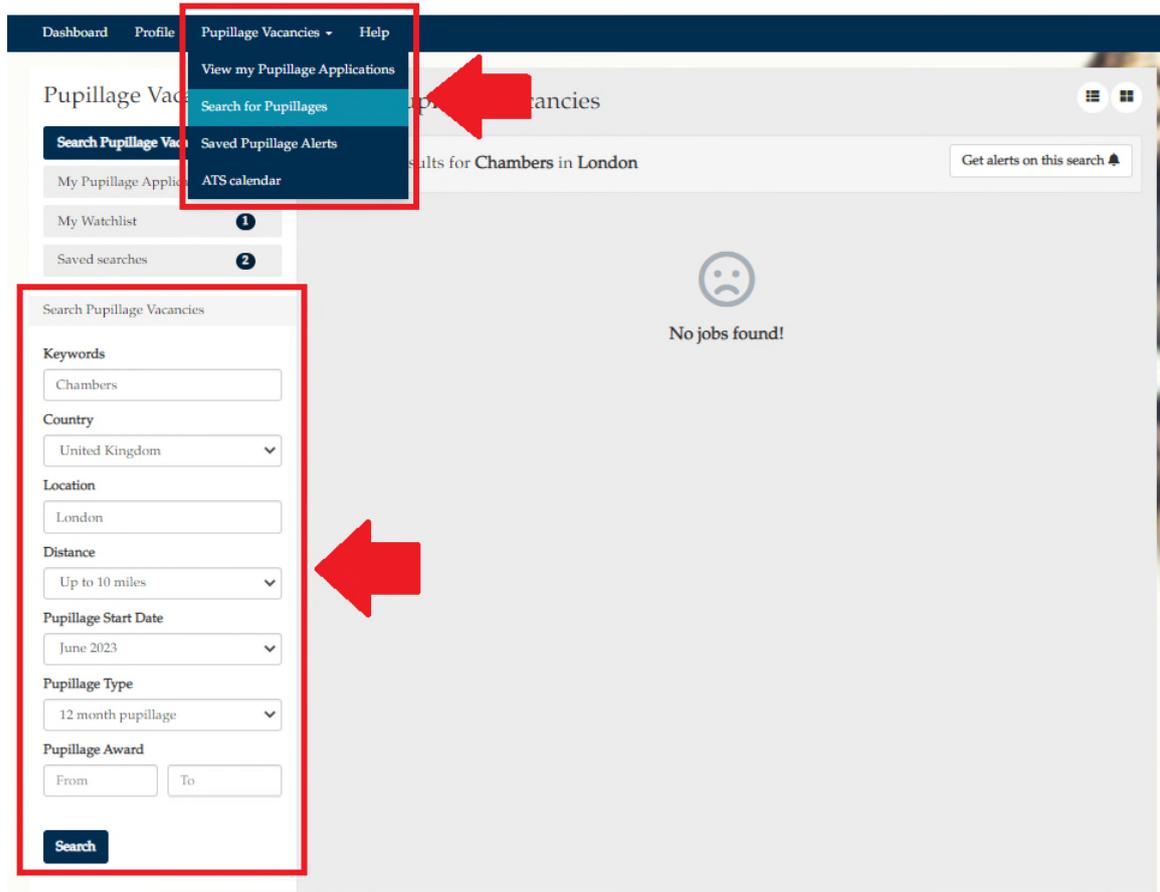

You can search the pupillage vacancies by location, length and/or start date using the 'Search Pupillage Vacancies' tool on the main Dashboard or by selecting 'Search Pupillage Vacancies' from the 'Pupillages Vacancies' dropdown box in the main menu and then using the 'Search Pupillage Vacancies' form that appears on the left-hand side of the page.

Top Tip: Authorised Education and Training Organisations will be using tags such as 'Crime', 'Property', 'Commercial', 'Family' etc. in their advertisements to indicate which areas of practice their members specialise in. You can use the 'Keywords' box to search using these tags.

7) Creating and editing a watchlist

To save you having to search for specific advertisements every time you log in to the Pupillage Gateway, you can create a 'Watchlist' of the pupillage vacancies that you are interested in applying for. To add an advertisement to your Watchlist, click on the Watchlist icon and turn it from grey to red. To remove an advertisement from your Watchlist, click on the same icon and turn it from red back to grey.
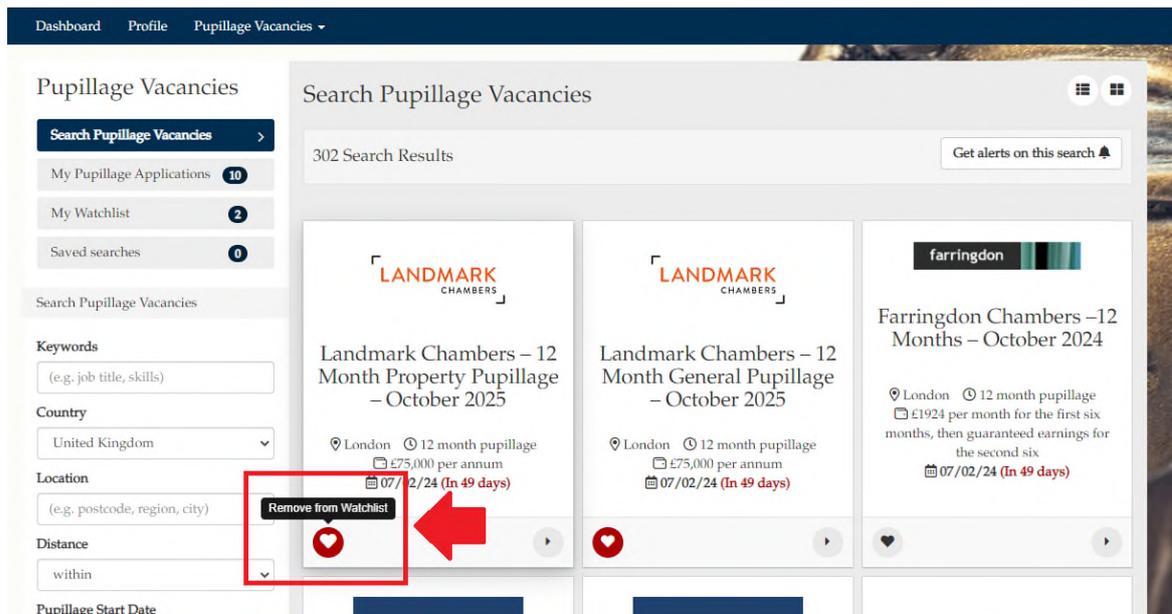
To review the advertisements in your Watchlist, select 'My Watchlist' from the 'Pupillage Vacancies menu.
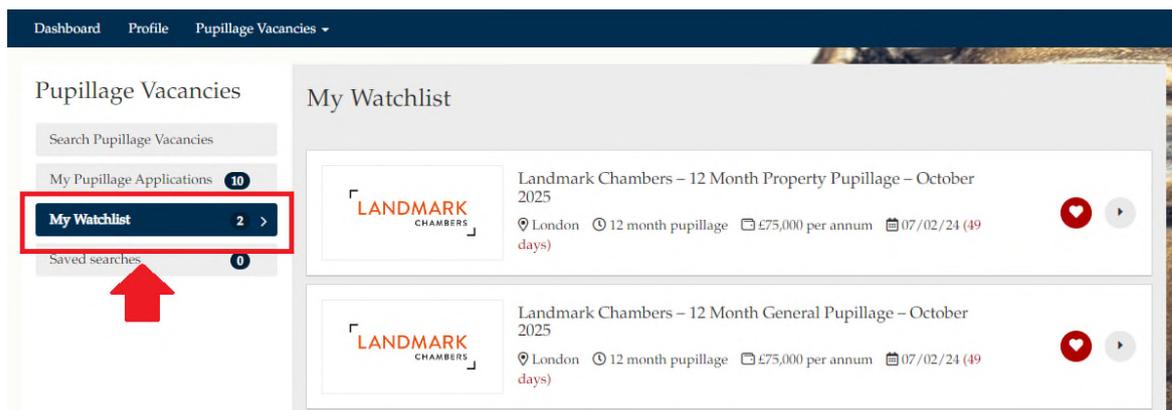
8) Creating a saved search for vacancy email notifications

A 'Saved Search' is a saved set of pupillage vacancy criteria, used either to allow you to store your preferred criteria so you do not have to fill in the 'Search Pupillage Vacancies' form every time you access your account, or to send you email alerts when new pupillage vacancies matching your 'Saved Searches' criteria are advertised on the Pupillage Gateway.
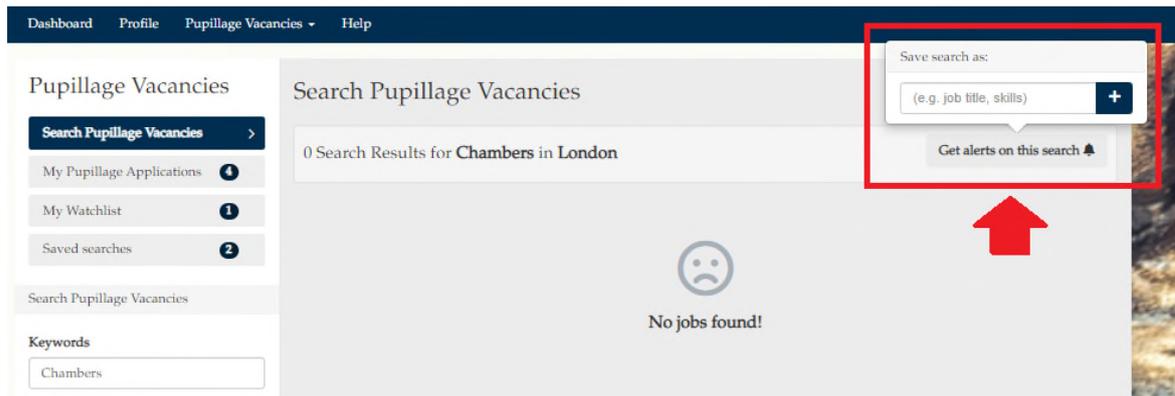
To create a 'Saved Search' and receive email notifications relating to relevant vacancies after searching for pupillage vacancies using a specific criteria, click the 'Get Alerts on this Search' button at the top of your 'Search Pupillage Vacancies' results page and 'Save Search As' a title of your choice, before hitting the plus symbol.

Once you have successfully saved a search, a green notification will appear stating: 'Search saved successfully! You can visit 'Saved searches' in the menu at any time to quickly access jobs matching your chosen criteria.'
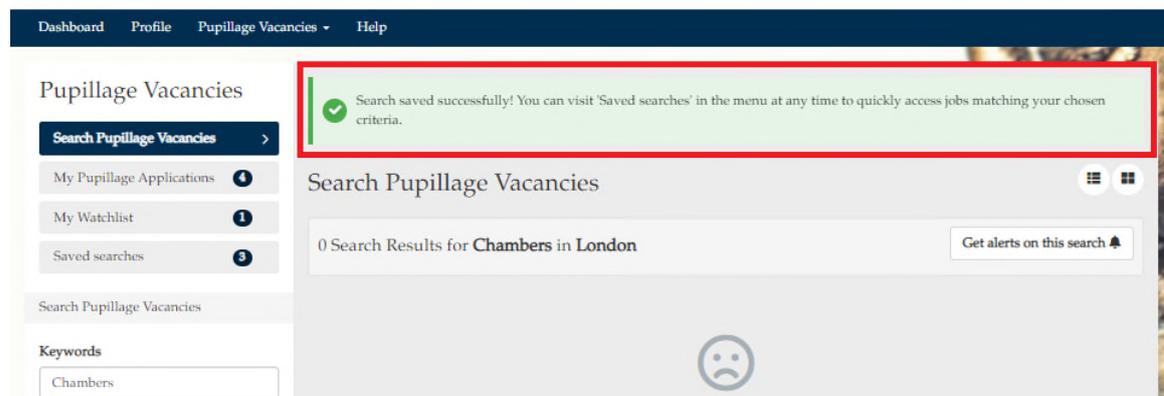

You can access your 'Saved Searches' to run them again by selecting 'Saved Pupillage Alerts' from the 'Pupillage Vacancies' dropdown box in the main menu and then clicking on the title of the relevant search. It is also from here that you can delete any previously 'Saved Searches' using the bin icon to the right-hand side of the relevant search.

9) Preparing your Pupillage Gateway applications

After you have set up your account, you can start to prepare by uploading information relating to your academic and work experience history, and referees. Further information about how to do this is set out under section 4 above.

To help you fully prepare your applications to the Authorised Training and Education Organisations that use the Pupillage Gateway to manage their recruitment processes, the Bar Council has produced a Sample Application Form, contained under Annex 1 of this User Guide.

To identify which Authorised Education and Training Organisations the Sample Application Form applies to, follow the steps set out under either section 6 or 7 above and then click on the advertisement that you are interested in making an application to. Scroll down to the 'How to Apply' section. If the relevant Authorised Education and Training Organisations is using the Pupillage Gateway to manage its recruitment process, the advertisement will contain the following wording:

Aspiring barristers are invited to apply to chambers between [application window dates] using the Pupillage Gateway application system to search for the relevant Pupillage Vacancy and selecting 'Apply for this pupillage'.

Note: Whilst all Authorised Education and Training Organisations must use the Pupillage Gateway to advertise, they are not mandated to use the recruitment portal to assist in the administration of their respective processes. For those who manage their recruitment process outside the

Pupillage Gateway please refer to the instructions in the relevant advertisement, contained within the 'How to Apply' section.

In addition to the standardised Bar Council questionnaire (the details of which are contained within the Sample Application Form contained under Annex 2 of this User Guide), you will be asked during the application process to respond to up to seven bespoke questions set by the relevant Authorised Training and Education Organisation. Again, to help you fully prepare, these questions will appear under the same 'How to Apply' section of the advertisement.

10) Applying for pupillage

Note: When completing your applications for pupillage please refrain from opening multiple applications in multiple windows. If you do so, then the information that you enter in to one application will be copied across to the others when saved.

To apply for a pupillage and having followed the steps set out under either section 6 or 7 above, click on the advertisement that you would like to make an application to and then 'Apply for this pupillage'.
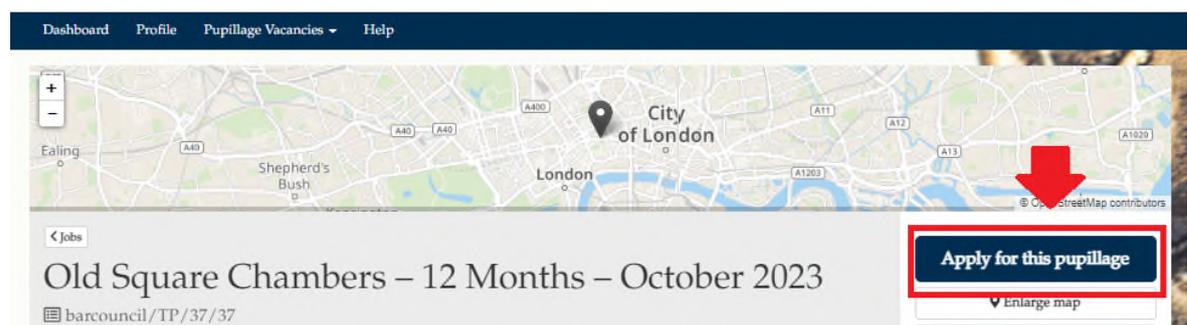
If you have already filled in your personal details using the 'Profile Builder' (see section 4 above for further information) then the first section of the form will pre-populate with your personal details, academic and work experience history.

Note: You can edit any information at this point but note that doing so will not only update your 'Profile' on the Pupillage Gateway, but also any current applications that are either outstanding or submitted.

To save your progress, scroll to the bottom of the page and click 'Save and continue later. Alternatively, to continue with your application, scroll to the bottom of the page and click 'Continue'.

If you select 'Continue', you will be taken through the remainder of the standardised Bar Council questionnaire, followed by the Authorised Education and Training Organisation's bespoke questions, and finally the Bar Council Equality Opportunities Monitoring Form.

Note: The information contained within the Equal Opportunities Monitoring section will be treated in the strictest confidence and will be used by the Bar Council for the purposes of statistical monitoring only. All Authorised Education and Training Organisations that use the Pupillage Gateway to manage their recruitment processes can conduct the shortlisting and interview stages without reference to this information, as it is automatically separated from candidates' applications.

To ensure that you can successfully save and submit your application form, ensure that you have completed all mandatory fields (marked with a red asterisk or as a 'Required question') and stuck to the maximum character limit, where shown.

Note: When copying and pasting your answers from an external programme into the Pupillage Gateway, please ensure that you do so in a plain text format.

In Windows, you can use the combination 'Ctrl + Shift + V' to paste without formatting.

If you're a Mac user, the shortcut is 'Option + Command + Shift + V' to paste without formatting.
You can also paste text to a plain text editor like the applications 'Notepad' or 'TextEdit' before copy/pasting into your application to remove formatting.

If you have tried any of the approaches set out above but have been unsuccessful, then please check that you have tried to clean the text you are inputting. You can

do so by visiting [Jonathan Hedley's 'Convert Microsoft Word to Plain Text'](#) site, copying the text that you would like to clean into the top box, selecting 'Clean' and then copying the text that appears in the bottom box in to your application.

Top Tip: Make sure that you pay attention to the question 'Guidelines', where shown, as they are designed to help you with your application.

Once you have completed all the relevant sections of the application, you will be taken to a 'Summary' to review your responses and confirm that you are happy for it to be processed in accordance with the Terms and Conditions of the Pupillage Gateway before hitting Submit'.

Note: The Pupillage Gateway is designed to be environmentally friendly and to that end you will not be able to print your applications from the system directly. If you would like to create a PDF of your application at this stage, to view your answers before submission, you can select right click and select 'Print' and 'Save as PDF'.
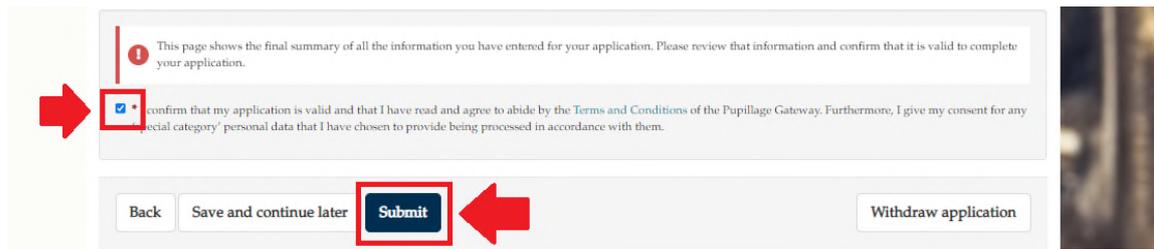
Note: Other than your personal details and the information contained within the employment and work experience, and education, history sections, you will not be able to edit your application once submitted.

In these circumstances, you will also be unable to withdraw your application to replace it with a revised version using the same account. To that end, please ensure that you are completely happy with it before you click 'Submit'. In exceptional circumstances, the Bar Council will be able to delete your application on your behalf, which will enable you to replace it with a new one. If you would like assistance with this process, please contact the Bar Council at pupillagegateway@barcouncil.org.uk.

Once you have submitted your application, you will be taken to a screen confirming that you have done so successfully and receive an email to the same affect.

Dear

Thank you for taking the time to apply to the '3PB Barristers - 12 Month Pupillage – October 2024' vacancy.

Your application will be made available to the relevant Authorised Education and Training Organisations ("AETOs") after the application window closes, in accordance with the mandatory timetable.

The relevant AETO can update the status of your application through the Pupillage Gateway, and you can login to your profile at any time to view the changes that they have made. Please note that any correspondence relating to your application and its progress after the deadline should be to the AETO directly, as opposed to the Bar Council.

We wish you the best of luck with your applications.

Kind regards,
The Pupillage Gateway Team

11) Viewing an application for pupillage

To view an application that you have made or are in the process of making, simply click the 'View Application' or 'Continue Application' buttons that appear to the right-hand side of the relevant advertisement title under the 'My Pupillage Applications' section of your 'Dashboard'.

Note: The Pupillage Gateway is designed to be environmentally friendly and to that end you will not be able to print your completed applications from the system directly. If you would like to create a PDF of your application to share by email or otherwise, you can select the download button that appears at the bottom of the page as shown below.
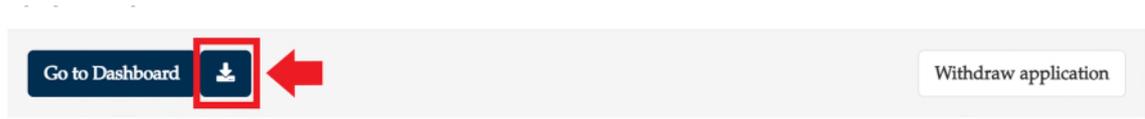
12) Withdrawing an application for pupillage

You can withdraw an application by clicking on 'View my Pupillage Applications' from the 'Pupillage Vacancies' dropdown menu. A list of the Authorised Education and Training Organisations that you have applied to and/or are in the process of applying to will appear. Click the 'View Application' button to the right-hand of the vacancy name, scroll down to the bottom of the page, and click 'Withdraw Application'.

You will then be asked to confirm that you would like to withdraw your application and if you opt to do so your application will no longer appear to the relevant Authorised Education and Training Organisation when they are given access to them after the applications window has closed.
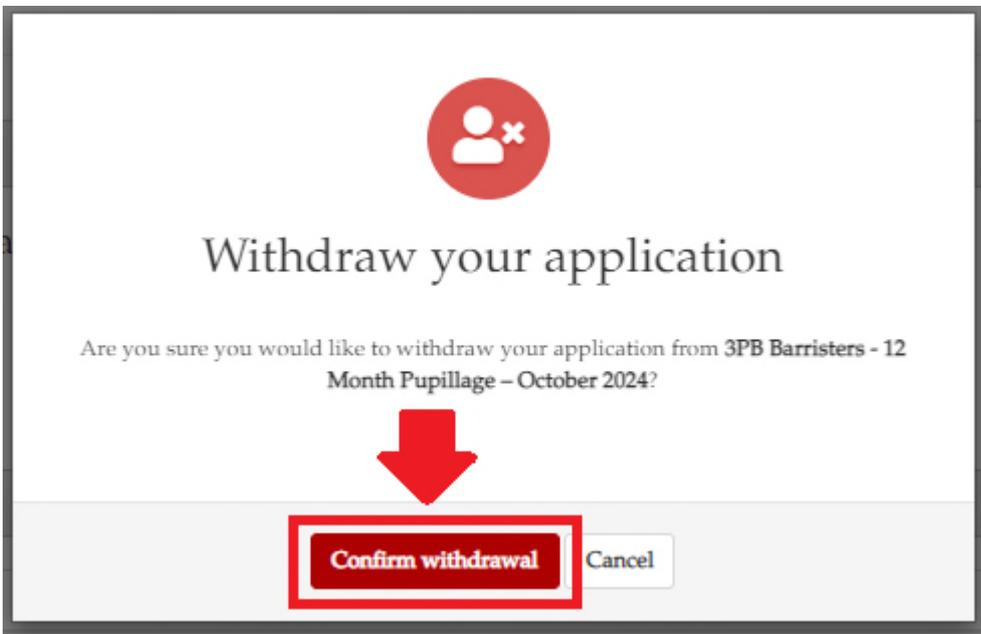
Note: You will not be able to withdraw your application to replace it with a revised version using the same account. To that end, please ensure that you are

completely happy with it before you click 'Submit'. In exceptional circumstances, the Bar Council will be able to delete your application on your behalf, which will enable you to replace it with a new one. If you would like assistance with this process, please contact pupillagegateway@barcouncil.org.uk.

During the shortlisting and interview window

13) Viewing the status of an application

The status of your application will be updated by the relevant Authorised Education and Training Organisation as it moves through its shortlisting and interview processes. It is visible to the right-hand side of the relevant advertisement title under the 'My Pupillage Applications' section of your 'Dashboard'.
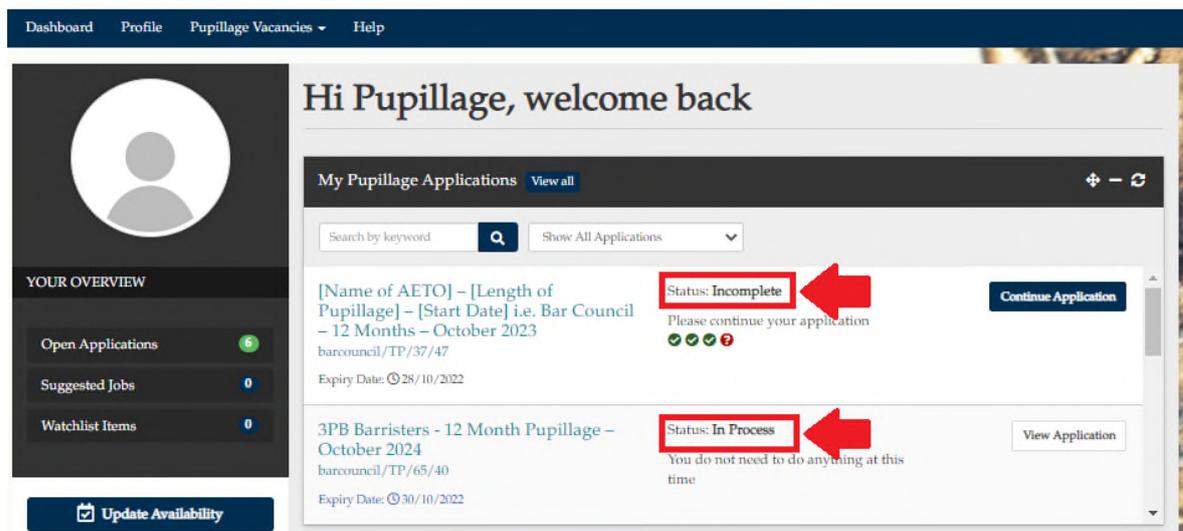
Incomplete means that you have started an application and not yet submitted it.

In Process and **In Review** mean that you have applied, and your application is either pending the closure of the annual submissions window or under review by the relevant Authorised Education and Training Organisation.

Interview means that you have been invited to participate in an interview process. For more information on how to arrange an interview through the Pupillage Gateway, please see section 13 below.

Hired means that you have been offered a pupillage with the Authorised Education and Training Organisation and you have now accepted the offer.

Unsuccessful means that your application for pupillage with the relevant Authorised Education and Training Organisation has been unsuccessful.

Top Tip: The methods of communication used by the Authorised Education and Training Organisations that use the Pupillage Gateway to manage their recruitment processes differ. However, they are encouraged by the Bar Council to promptly update the statuses of their applicants and email them accordingly. To query the status of your application, please contact the the Authorised Education and Training Organisation directly and not the Bar Council.

14) Viewing your email history

You can view the emails that have been sent to you using the Pupillage Gateway by going to your 'Dashboard' and scrolling to the 'Emails sent to You' widget at the bottom of the page. To view the content of the email, click the 'View Email' button visible to the right-hand side of the relevant advertisement title.

15) Arranging interviews

Authorised Education and Training Organisations that use the Pupillage Gateway to manage their recruitment processes can invite candidates to interview in one of two ways. They can either assign candidates an interview slot or invite candidates to select an interview slot through the platform. In both cases, you will receive an email from the relevant Authorised Education and Training Organisation and provided that it has moved you to the correct stage on the platform, your status will change to 'Interview'. Where the Authorised Education and Training Organisation has opted to invite candidates to select an interview slot through the

platform, you will also see a button appear to the right-hand side of the relevant advertisement title entitled 'Book/rebook an Interview'.
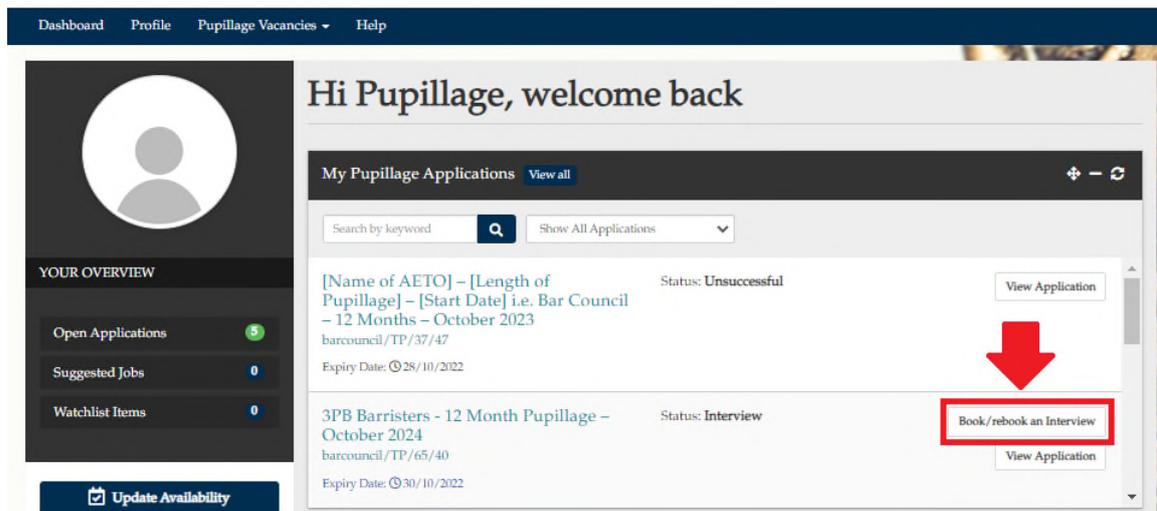
Once you have clicked on the 'Book/rebook an Interview' button to make your booking, you will be taken to the booking page and will be able to select an interview from the date(s) and time(s) that are still available, by clicking on the slot of your choice, followed by 'Book Interview'. You will also be able to view the location of the interviews and receive directions to that location through Google maps.
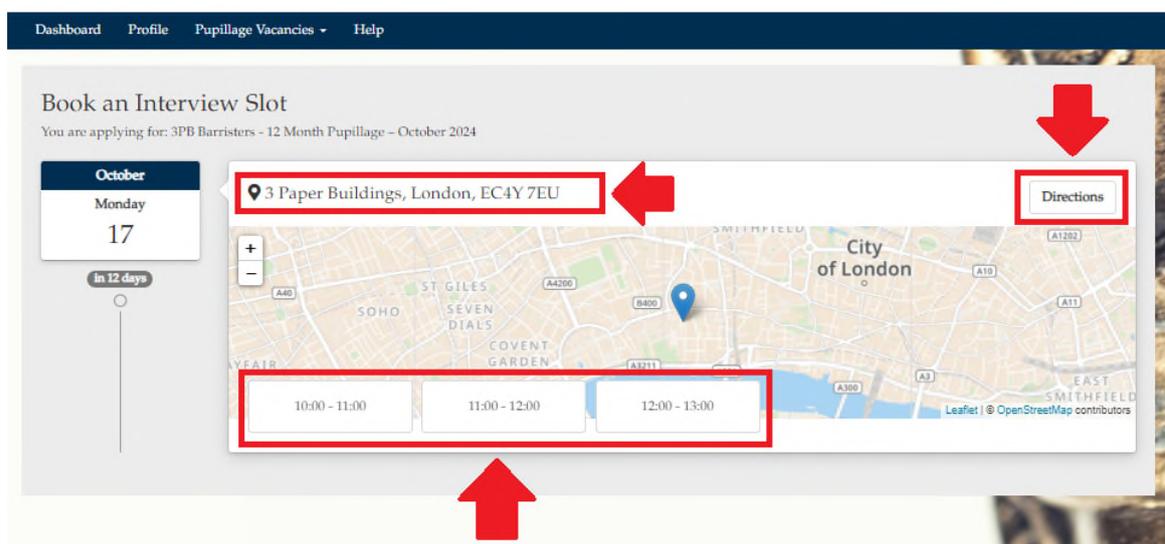
Top Tip: When clicking on 'Book Interview' you may see the names of those on the interview panel appear next to the person icon but this will depend on the Authorised Education and Training Organisation inputting them when setting up the interview slots.
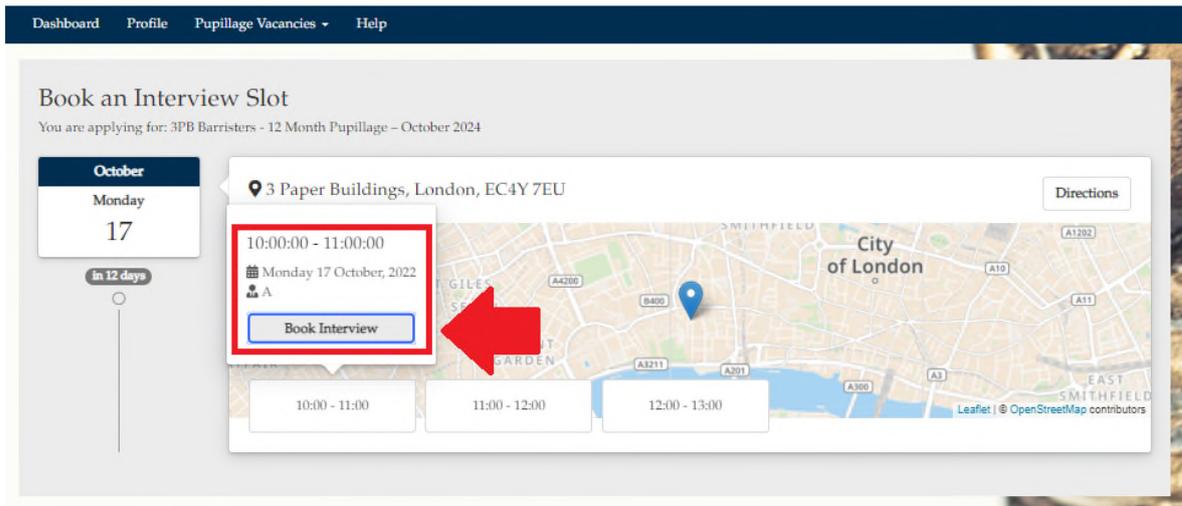
Once you have successfully booked your interview, a green notification will appear stating: 'You have booked your interview successfully. Please click on the dashboard above to take you back to the main dashboard page.' You may also receive an email similar to the one set out below.
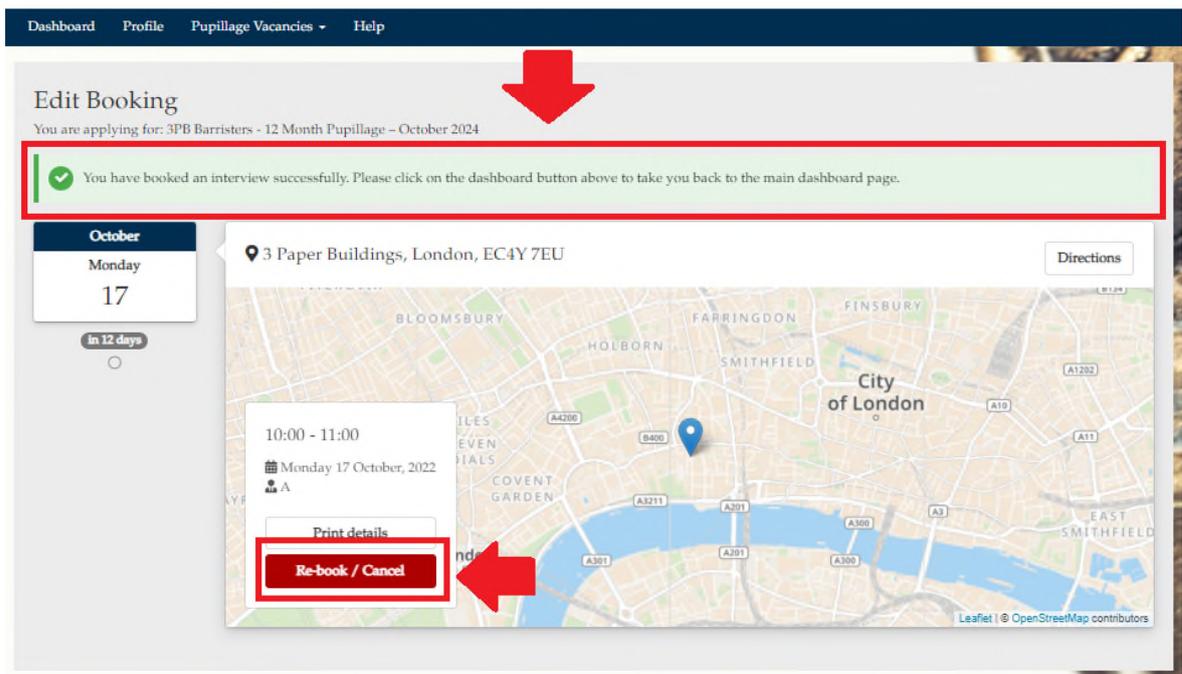
Pupillage Gateway
The Bar Council

Dear

I am pleased to confirm the details of your forthcoming pupillage interview for 3PB Barristers - 12 Month Pupillage – Oc...

Date: Monday 17 October, 2022
Time: 10:00 to 11:00
Location: 3 Paper Buildings, London, EC4Y 7EU

If you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview please do not hesitate to contact me at   prior to the interview so we can make adjustments accordingly.

I would otherwise be grateful if you could please confirm your attendance by return email.

Kind regards,

You can cancel and rebook your interview in the same way, using the 'Book/rebook an Interview' to the right-hand side of the relevant advertisement title.

Further assistance

16) Technical assistance

If you are experiencing technical difficulties with the Pupillage Gateway platform, contact the Bar Council at pupillagegateway@barcouncil.org.uk. Please ensure that when contacting the Bar Council, you include screenshots of the specific section that is causing you difficulties and any relevant error message(s), alongside a text version of the wording that you are attempting to input into your application form. The more information that you give to the Bar Council Services Team, the quicker they will be able to assist with your query.

17) Pupillage process assistance

If you have a question about the general pupillage application process, contact the Bar Council at pupillagegateway@barcouncil.org.uk.

If you have a query about the application process of, or nature of pupillage with, a specific Authorised Education and Training Organisation, please contact them directly using the details provided within their advertisement or on their website.

18) Version control

Date	Version	Description of Changes
14.10.2022	1.0	First version launched.
27.11.2023	2.0	Updated to: • Include most recent version of the Sample Application Form. • Instruct candidates not to open multiple applications in multiple windows at once. • Help candidates with the formatting of their responses.

		• Advice candidates of what to do in circumstances where they wish to withdraw their application and replace it with a new one.
19.12.2023	2.1	Updated to: • Indicate 'Grades Obtained and Pending' as mandatory in the Sample Application Form. • Guide candidates on removing items from their Watchlists. • Remove references to the 'CV upload' option.

Annex 1: Sample Application Form

Sample Application Form

Section 1: Personal Information

Title*	Dr/Miss/Mr/Mrs/Ms/Mx
Pronouns	Ey,Em/He,Him/She,Her/They,Them/Ze,Zir/Other (Other allows free text to be inserted)
First Name*	
Last Name*	

Mobile Number	
Email Address*	
Address*	

Note: You will be asked to add this information when you first create your Pupillage Gateway account. It can be amended by accessing your account using the <u>User Login page</u>, selecting 'Profile' from the main navigation menu, and then selecting the edit symbol in the top right-hand corner of the 'Personal Information' box.

Top Tip: The edit symbol for the Pupillage Gateway looks like a pencil

Section 2: Employment and Work Experience History

Top Tip: You can add to your employment and work experience history at any time of the year, simply access your account using the <u>User Login page</u>, select 'Profile' from the main navigation menu and then 'Employment and Work Experience History' from the menu that appears on the left-hand side of the page.

Position and Employment Status*	
Organisation Name*	
Start Date (DD/MM/YYYY)*	
End Date (DD/MM/YYYY)*	
Current Employee	Toggle on or off
Description of Role and Responsibilities* **300-word limit**	

Top Tip: You can add more employment and work experience history by selecting the plus symbol that will appear under the last entry.

Note: As you go through your application, please ensure that you have completed all mandatory fields (marked with a red asterisk ***** or as a 'Required Question').

Note: When completing the 'Position and Employment Status' field, include the title of your role and specify which of the following categories it fell within: Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time).

Section 3: Education History

Top Tip: You can add to your education history at any time of the year, simply access your account using the User Login page, select 'Profile' from the main navigation menu and then 'Education History' from the menu that appears on the left-hand side of the page.

Type of Qualification*	
Start Date (DD/MM/YYYY)*	

End Date (DD/MM/YYYY)*	
Currently Studying Here	Toggle on or off
Name of Qualification	

Institution Name and Type*	

Guidance Notes: Please include both the name of the institution at which you studied and specify, in brackets, which of the following categories it fell within: Fee-paying, State, Grammar, Academy

Grades Obtained or Pending*	

Guidance Notes: Some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most for those you have obtained during your Further Education. You must use the 'Grades

Obtained or Pending' section below to specify the grades you have received or expect to receive for each qualification, including any GSCEs, A-Levels or equivalent. It is recommended that, in addition to specifying the final grade that you have received or expect in Further Education, you also include the percentages that you were awarded, or expect to be awarded, in respect of the individual modules associated with each qualification. If you do not include your grades then you risk not receiving any marks for your academic history, which could impact on the success of your application(s).

Top Tip: You can add more employment and work experience history by selecting the plus symbol that will appear under the last entry.

Note: When completing the 'Institution Name and Type' field, please include both the name of the institution at which you studied and specify which of the following categories it fell within: Fee-paying, State, Grammar, Academy.

Please bear in mind that some Authorised Education and Training Organisations will allocate marks for grades that you have obtained during your Higher Education and most will do the same for those you have obtained during your Further Education. You must use the 'Grades Obtained or Pending' section below to specify the grades you have received or expect to receive for each qualification, including any GSCEs, A-Levels or equivalent. It is recommended that, in addition to specifying the final grade that you have received or expect in Further Education, you also include the percentages that you were awarded, or expect to be awarded, in respect of the individual modules associated with each qualification. If you do not include your grades then you risk not receiving any marks for your academic history, which could impact on the success of your application(s).

Section 3: Further Education History, Scholarships, Awards, and Prizes

Have you applied, or are you planning to apply, for a waiver from the Vocational Component?*	Yes/No
If 'Yes', please provide further details here. **200-word limit**	

Membership of an Inn of Court*	Gray's Inn/Inner Temple/Lincoln's Inn/Middle Temple/Not Applicable
Scholarship, Awards and Prizes **100-word limit**	

Guidance Notes: Please provide details of any scholarships, awards, or prizes that you have obtained, alongside the name of the awarding body and the date obtained. For example 'Advocacy Scholarship, BPP University (2021)' or 'GDL Exhibition Award, Inner Temple (2019/20)' or 'Winner, Landmark Chambers Property Moot Competition (2021)'.

Section 4: Additional Skills, Hobbies, and Interests

Languages **100-word limit**	

Guidance Notes: Please provide details of the languages that you speak and in brackets after each, your fluency in them: Basic, Intermediate, Business, Fluent, Native. For example: 'English

	(Native); Urdu (Fluent); Spanish (Intermediate)'.

Professional Qualifications **100-word limit**	

Guidance Notes: Please provide details of any additional qualifications, alongside the name of the awarding body and the date obtained. For example: 'Merit in Teaching English as Foreign Language (TEFL) at the International TEFL Academy (2020)' or 'Grade 7 Pianist at the Associated Board of the Royal Schools of Music (2018)'.

Positions of Responsibility **100-word limit**	

Guidance Notes: Please provide details of any positions of responsibility you have held and that you have not

		already referred to within this application form.
Interests and Recreational Activities **100-word limit**		**Guidance Notes:** Please provide details of any non-work-related involvement. If relevant to your proposed area of practice, please explain in what way.

Section 5: Extenuating Circumstances and Other Disclosure

Extenuating Circumstances* **200-word limit and the answer must be at least one word**		**Guidance Notes:** Please provide details of any extenuating circumstances relevant to your application. If this section is not relevant to you, then simply respond with the word "None".

Do you have any convictions (spent or unspent), cautions or final warnings in any country, save those that are protected by law?*	Yes/No

Guidance Notes: Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".

If 'Yes', please provide further details here. * **200-word limit**	

Are you, or have you ever been, subject to any proceedings by a higher education institution or professional / regulatory body? This includes pending proceedings and those that have concluded.*	Yes/No

Guidance Notes: Please share any information relevant to the question even if you have already provided this information to an Inn of Court and/or any higher education institute and/or the Bar Standards Board. Knowingly submitting false information as part of your application and/or failing to disclose relevant information may result in you being asked to withdraw from this year's pupillage recruitment process. If you have been Called to the Bar, then you may also be asked to report the misconduct to the Bar Standards Board, as your actions may be considered a breach of rC8 "You must not do anything which could

	reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4)".
If 'Yes', please provide further details here. * 200-word limit	

Section 6: Referees

Guidance Notes: Please details of two referees. It is suggested that one be academic and the other be professional.   Please do not use relatives, partners, or friends as referees.

Reference 1 *	
Reference 1 Position and Organisation Name *	
Reference 1 Email Address*	

Reference 1 Description of Relationship*	

Reference 2 *	
Reference 2 Position and Organisation Name *	
Reference 2 Email Address*	
Reference 2 Description of Relationship*	

Section 7: Bespoke Questions of Authorised Education and Training Organisations

The Authorised Education and Training Organisations that use the system to manage their recruitment processes are able to include up to seven bespoke questions in their application forms. Ahead of the opening of the application window, these questions will be accessible through their advertisements and included under the 'How to Apply' section.

Section 8: Equal Opportunities Monitoring

The information contained within the Equal Opportunities Monitoring section will be treated in the strictest confidence and will be used by the Bar Council for the purposes of statistical monitoring only. All Authorised Education and Training Organisations that use the Pupillage Gateway to facilitate their respective recruitment processes can conduct the shortlisting and interview stages without reference to this information, as it is automatically separated from candidates' applications.

The Bar Council and its members are committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability, or age. So that we can monitor how we are performing against our strategic aim for improving equality and diversity at the Bar, we are seeking your help. To that end, it would be of great assistance if you would complete the monitoring form that will appear at Section 7 of your application.

Section 9: Application Summary and Agreements

- ✓ I confirm that my application is valid and that it contains only information that I honestly believe to be true and accurate. I understand that if I knowingly submit false information as part of my application, I will be asked to withdraw from this year's pupillage recruitment process and that I shall do so and may also be under an obligation to report the misconduct to the Bar Standards Board.

- ✓ I understand that my application must be my sole creation and original work, and that I am not permitted to use any Generative AI programmes, including Large Language Model (LLM) Programmes like ChatGPT, to write any of the responses contained within it. I confirm that this is the case and understand that any application which has been written with the use of any generative AI LLMs like ChatGPT or any similar programme will be excluded from the shortlisting process of the relevant Authorised Education and Training Organisation.

✓ Please note that you will not be able to edit the answers to your application questionnaires once it has been submitted. Furthermore, if you withdraw it after it has been submitted you will not be able to submit a replacement application, even if you are still acting within the relevant application window.

✓ I confirm that my application is valid and that I have read and agree to abide by the Terms and Conditions of the Pupillage Gateway. Furthermore, I give my consent for any 'special category' personal data that I have chosen to provide being processed in accordance with them.