

Sample application form

**Version 2.3 – 24 October 2024**

**Section 1: personal information**

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| **Title** | Dr/Miss/Mr/Mrs/Ms/Mx |
| **Pronouns (optional)** | 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 [user login page](https://recruitment.pupillagegateway.com/members/index.php), selecting 'profile' from the main navigation menu, and then selecting the edit symbol in the top right-hand corner of the 'personal information' box. | |

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| A pencil icon indicating edit. **Top tip:** The edit symbol for the Pupillage Gateway looks like a pencil |

**Section 2: employment and work experience history**

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| **Top tip:** You can add to your employment and work experience history at any time of the year, simply access your account using the [user login page](https://recruitment.pupillagegateway.com/members/index.php), 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. |

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| **Position and employment Status\*** |  |
| **Organisation name\*** |  |
| **Start date (DD/MM/YYYY)\*** |  |
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| **End date (DD/MM/YYYY)\*** |  |
| **Current employee** | Toggle on or off |
| **Description of role and responsibilities\***  **300-word limit** |  |

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| **Top tip:** You can add more employment and work experience history by selecting the plus symbol 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’). |

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| **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**

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| **Top tip:** you can add to your education history at any time, simply access your account using the [user login page](https://recruitment.pupillagegateway.com/members/index.php), select 'profile' from the main navigation menu and then 'education history' from the menu that appears on the left-hand side of the page. |

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| **Type of qualification\*** |  |
| **Start date (DD/MM/YYYY)\*** |  |
| **End date (DD/MM/YYYY)\*** |  |
| **Currently studying here** | Toggle on or off |
| **Name of qualification** |  |

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| **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 |

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| **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). |

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| **Top tip:** you can add more employment and work experience history by selecting the plus symbol under the last entry. |

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| **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**

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| **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**

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| **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)'. |

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| **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. |

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| **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**

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| **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". |

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| **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 you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of your application. If you require further advice relating to this section, you may contact the Bar Council’s Pupillage Helpline at [**Pupilhelpline@barcouncil.org.uk**](mailto:Pupilhelpline@barcouncil.org.uk)**.** |
| **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 you are providing information here that you have previously given to an Inn of Court and/or any higher education institute and/or the Bar Standards Board, any decision by the relevant organisation will not be affected or revisited because of your application. If you require further advice relating to this section, you may contact the Bar Council’s Pupillage Helpline at [￼**Pupilhelpline@barcouncil.org.uk**](mailto:PupilPupilelpline@elpline@ararouncil.org.ukouncil.org.uk). |
| **If ‘yes’, please provide further details here. \***  **200-word limit** |  |  |  |

**Section 6: 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](https://www.pupillagegateway.com/applicants#timetable), these questions will be accessible through their advertisements and included under the ‘How to Apply’ section.

**Section 7: 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 8: contextual recruitment t**

This is a new section of the application form for the 2024/25 Pupillage Gateway round. Contextualised recruitment is already used by a number of chambers to consider applications within the context of your educational, socio-economic and personal background. AETOs can use this information to assess whether you overachieved in light of your circumstances and the system helps recruiters to identify applicants who are resilient outperformers beyond just looking at grades alone.

When you come to complete your pupillage application in the Pupillage Gateway you will have the option of completing an additional form in this section to share information with AETOs. It’s important to stress that the form is not a compulsory section of the Gateway.

It will ask questions about your school, whether you spent any time in care or had caring responsibilities, your asylum seeker status, and some standard socio-economic questions, including whether you had free school meals, your parent or carer’s occupation, whether you were the first in your family to go to university and whether you had to undertake paid work to support your studies.

This section of the Pupillage Gateway is currently being built and this sample application form will be updated once the information is available. Please look out for emails from the Bar Council and check back to see further updates.

**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.