**Useful documents: Sample application form**

Some AETO’s have AI policies in place regarding the use of AI within applications. Please read the AI policy for the AETO you are applying to before submitting your application.

**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\*** |  |

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.

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

|  |  |
| --- | --- |
| 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** |  |

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**

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

**Guidance notes**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution name and type\* |  |  | 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**\*** |  |  | 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). |

**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** |  |  | 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** |  |  | 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** |  |  | 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** |  |  | 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** |  |  | 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\*  **Minimum one word, maximum 200-word limit.** |  |  | 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 |  | 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 |  | 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** |  |  |  |

**Section 6: Bespoke questions of authorised education and training organisations**

AETO’s 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**

We’re working to improve the diversity of the pupillage intake at the Bar, and contextual recruitment helps in some way to achieve this.

Contextual recruitment gives AETOs a tool to evaluate your application based on a better understanding of your circumstances and potential. It is intended to help those responsible for recruitment to identify high achievers who may have faced challenges which they have overcome.

The response to these questions will be sent directly to our partner, [Rare](https://www.rarerecruitment.co.uk/), who process the data and attach ‘flags’ for each of the categories to your application. Recruiters will get to see if you have an ‘education’, ‘personal’ or ‘socio-economic’ category flag.

If you do not receive any contextual ‘flags’, this does not put your application at a disadvantage. If your application meets all the criteria required by the individual AETO, you will still be included on their shortlist.

Contextual data is optional for recruiters to use during the pupillage application process. Some may refer to it during initial shortlisting, some may look at it at interview stage, whereas some may look at it at offer stage.

**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.
* 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.