**Mini Pupillage Application**

Please complete this form and return it to:

 Mini Pupillage Administrator

 Old Square Chambers

 10-11 Bedford Row or hunter@oldsquare.co.uk

 London

 WC1R 4BU

**A: Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Last Name |  |
| Mobile no. |  | Email address |  |
| Home Address |  |

Please note, in the interests of demonstrating our commitment to our Equality and Diversity Policy, and the recommendations of the Bar Standards Board, the above information will be removed from your application form prior to being included in the shortlisting process. Your application will be given a unique reference number which will be processed by our administration team and this will be applied to both sections of the application form.

This information will then be held separately from your application form for a period of one year for audit purposes. It will then be securely destroyed.

I declare that the information that follows in this application form to Old Square Chambers for mini pupillage is truthful and accurate at the time of writing. I understand that knowingly falsifying any information will result in my application being rejected. I confirm I have not utilised AI technology to write any part of this application.

Signed (electronic signature is acceptable):

Printed:

Date:

**Please note this page has deliberately been left blank. This is so that if print the forms we can do so double sided so as to reduce our environmental impact, whilst still maintaining our commitment to anonymity throughout the selection process.**

B. Education Details

|  |  |
| --- | --- |
| University attended/attending |  |
| School/s attended |  |
| Scholarships awarded if applicable |  |

C. Education Stage

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| --- |
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D. Options taken

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E. Results to date:

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F. Class obtained/predicted (please indicate which):

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**Pre university results**

G. A Levels (or equivalent):

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H. AS Levels (or equivalent):

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I: GCSEs (or equivalent):

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**Please note our expectations are that you will not exceed 500 words for each of the following sections.**

J. Work experience – please describe here any work experience obtained and the skills you feel you have learnt that are applicable to the legal profession

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K. Other experience – please describe any other experience you may have gained that you feel may be relevant to your application

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L. Motivations – why do you want to undertake a mini pupillage at Old Square Chambers?

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M. Is there any other information you wish to supply us with?

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N. Please supply us with two referees that we may contact regarding your application:

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| --- | --- |
|       |       |

As part of our ongoing dedication to improving access to the Bar, we may occasionally use anonymised mini pupillage forms for the purposes of work experience exercises to inspire future generations. We would be grateful if you would give us permission to do so but please note this will have no bearing on your application to us.

I give permission for this anonymised form to be used for work experience learning exercises: [ ]

I do not give permission for this anonymised form to be used for anything other than the selection process: [ ]

We also request that you please complete our Equality and Diversity Questionnaire in relation to your application, which can be found on the website page you have downloaded this application from. This data will not be attributable to you in any way. The Data Diversity Officer will be responsible for logging the information supplied, summarising the results and presenting this to the Pupillage Committee for review. Once the data has been captured your form will be securely destroyed after a period of 12 months, to ensure we may audit the records if required.

The form explains more about what we use the information for and how it is useful to us. Again, if you do not wish to supply us with this information it will not affect your application in any way.

The information supplied on this application form will only be used and stored as described. Your data will not be used for marketing purposes or be subject to automated processing. We store all data securely in the UK.

Please ensure your application form is submitted to us as per the first page of this document. In the event that you have any questions, or wish to discuss your application confidentially, please do contact our Chambers Director on searl@oldsquare.co.uk or by telephone on 0207 269 0300.