

Civil & Financial Remedies  
Pupillage Application Form

**Civil & Family Team Pupillage Committee**

KCH Garden Square Barristers  
Nottingham & Leicester

**NOTES FOR APPLICANTS**

Please complete all sections of this Application Form and the accompanying Equality & Diversity Monitoring Form, the latter of which is not part of the assessment process.

Applications must:

* Be your own work.
* Be typed so far as is possible.
* Use a clear, black font.
* Where answers are in prose, use 1.5 line spacing with spaces between paragraphs.
* Comply with word limits where applicable, else sanctions will be applied to scoring.

Application forms must be sent as a word document attachment, by e-mail to [pupillage@kchgardensquare.co.uk](mailto:pupillage@kchgardensquare.co.uk) and must be received in chambers no later than 14:00 on 09 February 2022. Applications received after the deadline will not be considered.

Your e-mail should be addressed to Mrs Hannah Scothern, General Manager. The content of that e-mail should be no longer than the equivalent of 1 side of A4 in length and be clearly marked with ‘Civil Pupillage Application’ in the subject heading. The e-mail is not marked as part of the assessment of your application.

Applications are marked in accordance with Bar Council Fair Recruitment Standards.

KCH Garden Square uses a ‘blind application’ system, whereby upon receipt of your application in chambers, details of your name, address and educational institutions are anonymised.

**For Office Use Only**

Application Number:

First Marker: Second Marker: Third Marker:

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **TITLE** |  |
| **FIRST NAME** |  |
| **MIDDLE NAME(S)** |  |
| **LAST NAME** |  |
| **PREFERRED NAME** |  |

|  |  |
| --- | --- |
| **ADDRESS LINE 1** |  |
| **ADDRESS LINE 2** |  |
| **TOWN/CITY** |  |
| **REGION/COUNTY** |  |
| **POST CODE** |  |
| **COUNTRY** |  |

|  |  |
| --- | --- |
| **E-MAIL ADDRESS** |  |
| **HOME TELEPHONE** |  |
| **MOBILE TELEPHONE** |  |
| **IS HOME OR MOBILE TELEPHONE PREFERRED?** |  |

|  |  |
| --- | --- |
| **Are there any restrictions on your ability to work in the United Kingdom?** |  |
| **Do you have any special requirements if you are invited to attend a pupillage interview?** |  |
| **Are there any dates on which you will *not* be available for a pupillage interview?** |  |

As part of our blind application process, your name, address and educational institution details will not be seen by those who mark your application. They will be seen by an interview panel, if you are selected for interview.

During the course of this application form, where describing an educational institution, instead of using its name, please assign each institution a number. You should then fill out the below table with the name and address of each institution to which you have assigned a number.

|  |  |  |
| --- | --- | --- |
| **INSTITUTION No.** | **INSTITUTION NAME** | **ADDRESS, PHONE &  E-MAIL** |
| *Example:*  X  (Insert more rows as required). | *Example:*  University of Newtown Law School | *Example:*  Newtown Law School  University Road, Newtown, England, AB1 2CD.  01234 56789  enquiries@newtownlaw.ac.uk |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

**DECLARATION**

**Please sign and date your application below.**

**By doing so, you confirm that this Application Form is:**

1. **True to the best of your knowledge and belief.**
2. **A fair and accurate reflection of your academic and professional experience and qualifications.**
3. **Entirely your own work.**

(*An electronic signature is sufficient and does not detract from the seriousness of this declaration.*)

**Name:**

**Signature:**

**Date:**

**SECTION 2: EDUCATION**

**GCSE OR EQUIVALENT**

*Specify the Institution Number as per the Table in Section 1.*

*List each subject and grade. Where using an equivalent qualification to a GCSE, please specify the equivalent GCSE grade or an explanation of the grade awarded. Guidance can be found in the “UCAS International Qualifications Guide: 2015” found here:* [*2015-international-qualifications.pdf (ucas.com)*](https://www.ucas.com/sites/default/files/2015-international-qualifications.pdf)

*Insert as many extra rows as required.*

|  |  |
| --- | --- |
| **INSTITUTION No.** |  |
| **QUALIFICATON TYPE** (GCSE or other) |  |
| **SUBJECT 1 & GRADE** |  |
| **SUBJECT 2 & GRADE** |  |
| **SUBJECT 3 & GRADE** |  |
| **SUBJECT 4 & GRADE** |  |
| **SUBJECT 5 & GRADE** |  |
| **SUBJECT 6 & GRADE** |  |
| **SUBJECT 7 & GRADE** |  |
| **SUBJECT 8 & GRADE** |  |
| **SUBJECT 9 & GRADE** |  |
| **SUBJECT 10 & GRADE** |  |

**A-LEVEL OR EQUIVALENT**

*Specify the Institution Number as per the Table in Section 1.*

*List each subject and grade. Where using an equivalent qualification to an A-Level, please specify the equivalent A-Level grade or an explanation of the grade awarded. Guidance can be found in the “UCAS International Qualifications Guide: 2015” found here:* [*2015-international-qualifications.pdf (ucas.com)*](https://www.ucas.com/sites/default/files/2015-international-qualifications.pdf)

*Insert as many extra rows as required.*

|  |  |
| --- | --- |
| **INSTITUTION No.** |  |
| **QUALIFICATON TYPE** (A-Level, IB or other) |  |
| **SUBJECT 1 & GRADE** |  |
| **SUBJECT 2 & GRADE** |  |
| **SUBJECT 3 & GRADE** |  |
| **SUBJECT 4 & GRADE** |  |

**HIGHER EDUCATION**

*Specify the Institution Number as per the Table in Section 1.*

*List each qualification and grade, including undergraduate, postgraduate and conversion courses.*

*Add as many entries as required, by copying the table below.*

|  |  |
| --- | --- |
| **INSTITUTION No.** |  |
| **QUALIFICATON TYPE** (LLB, BA, LLM, MA, PhD, GDL etc) |  |
| **QUALIFICATION TITLE** (e.g Law LLB, History BA etc) |  |
| **OVERALL GRADE** |  |
| **START & COMPLETION DATES** |  |
| **MODULE TITLE & GRADE**  (List each law module and its corresponding grade on a different line. You need not complete this box for non-law qualifications) | [*Example:*  *Contract Law: 68,*  *Public Law: 72 etc*] |

**PROFESSIONAL EDUCATION**

*Specify the Institution Number as per the Table in Section 1.*

*List each qualification and grade for any professional courses taken, such as Bar School.*

*Add as many entries as required, by copying the table below.*

|  |  |
| --- | --- |
| **INSTITUTION No.** |  |
| **QUALIFICATON TYPE** (BPTC, BTC, BPC, LPC, PG Dip. etc) |  |
| **QUALIFICATION TITLE** (e.g Bar Professional Training Course) |  |
| **OVERALL GRADE** |  |
| **START & COMPLETION DATES** |  |
| **MODULE TITLE & GRADE**  (List each module and its corresponding grade on a different line) | [*Example:*  *Civil Advocacy: 85, Outstanding.*  *Criminal Litigation: 75, Very Competent*] |

**SECTION 3: EMPLOYMENT HISTORY**

**LEGAL EMPLOYMENT & WORK EXPERIENCE**

*Detail any Legal Employment or other Legal Work Experience, such as Mini-Pupillages etc, in chronological order.*

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **ORGANISATION 1** |  |
| **ADDRESS, E-MAIL & PHONE NUMBER** |  |
| **POSITION** |  |
| **EMPLOYMENT STATUS** |  |
| **DATES** |  |
| **ROLE, RESPONSIBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |

|  |  |
| --- | --- |
| **ORGANISATION 2** |  |
| **ADDRESS, E-MAIL & PHONE NUMBER** |  |
| **POSITION** |  |
| **EMPLOYMENT STATUS** |  |
| **DATES** |  |
| **ROLE, RESPONSIBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |

**NON-LEGAL EMPLOYMENT & WORK EXPERIENCE**

*Detail any Non-Legal Employment or other Non-Legal Work Experience, such as part time work alongside studies, previous careers, charitable work etc, in chronological order.*

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **ORGANISATION 1** |  |
| **ADDRESS, E-MAIL & PHONE NUMBER** |  |
| **POSITION** |  |
| **EMPLOYMENT STATUS** |  |
| **DATES** |  |
| **ROLE, RESPONSIBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |

|  |  |
| --- | --- |
| **ORGANISATION 2** |  |
| **ADDRESS, E-MAIL & PHONE NUMBER** |  |
| **POSITION** |  |
| **EMPLOYMENT STATUS** |  |
| **DATES** |  |
| **ROLE, RESPONSIBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |

**SECTION 4: OTHER SKILLS & MEMBERSHIPS**

**MEMBERSHIP OF AN INN OF COURT**

|  |  |
| --- | --- |
| **INN OF COURT** |  |
| **MEMBERSHIP STATUS** |  |
| **MEMBERSHIP NUMBER** |  |
| **ADMISSION DATE** |  |
| **DATE OF CALL TO THE BAR**  (Or expected date) |  |

**OTHER MEMBERSHIPS**

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **ORGANISATION 1 NAME & TYPE** (CBA, APIL etc) |  |
| **MEMBERSHIP STATUS** |  |
| **ROLE/ACTIVITIES** |  |
| **ADMISSION DATE** |  |

**OTHER SKILLS**

*Such as languages, advanced computer skills etc. You should limit this section to skills which you think are directly relevant to practice as a barrister.*

*Insert as many extra rows as required.*

|  |  |
| --- | --- |
| **SKILL 1** |  |
| **LEVEL OF PROFICIENCY** |  |
| **RELEVANCE TO PRACTICE AS A BARRISTER**  (No more than 50 words) |  |

**SECTION 5: RESPONSIBILITIES, AWARDS & INTERESTS**

**OTHER POSITIONS OF RESPONSBILITY & EXTRA CURRICULAR ACTIVITIES**

*Detail any positions of responsibility you have held, excluding work experience which is catered for in preceding sections.*

*You may list here, for example, Student Society positions, Campus Ambassador posts etc.*

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **ROLE 1 TITLE** |  |
| **START & END DATES** |  |
| **DETAIL OF ROLE, RESPONSBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |
| **PAID POSITION?** |  |

|  |  |
| --- | --- |
| **ROLE 2 TITLE** |  |
| **START & END DATES** |  |
| **DETAIL OF ROLE, RESPONSBILITIES & ACHIEVEMENTS**  (No more than 250 words) |  |
| **PAID POSITION?** |  |

**SCHOLARSHIPS, PRIZES & AWARDS**

*Detail any scholarships, prizes or awards you have won here.*

*Do not include any advocacy awards/experiences here, instead, list those in the following section.*

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **TYPE**  (Academic Scholarship, Essay Competition Prize etc) |  |
| **AWARD TITLE** |  |
| **AWARDING BODY** |  |
| **AWARD DATE** |  |
| **AWARD DESCRIPTION**  (Why was this awarded and what did you receive? No more than 150 words) |  |

**OTHER INTERESTS**

*Detail your interests and other non-work related involvement here. If those interests equip you with relevant transferable skills, or are relevant to your preferred area of practice, please explain how.*

|  |
| --- |
| (*No more than 250 words*) |

**SECTION 6: ADVOCACY EXPERIENCE & APTITUDE**

**ADVOCACY EXPERIENCE**

*Detail any advocacy experience, such as mooting, debating etc here.*

*If there are other experiences which you think demonstrate your aptitude for advocacy, list them here also.*

*Add more entries as required by copying the table.*

|  |  |
| --- | --- |
| **EXPERIENCE 1 TYPE**  (Mooting Competition, Debating etc) |  |
| **DATES** |  |
| **DETAIL OF EXPERIENCE**  (No more than 150 words) |  |
| **OUTCOME**  (Placing in competition, any prize awarded etc) |  |

|  |  |
| --- | --- |
| **EXPERIENCE 2 TYPE**  (Mooting Competition, Debating etc) |  |
| **DATES** |  |
| **DETAIL OF EXPERIENCE**  (No more than 150 words) |  |
| **OUTCOME**  (Placing in competition, any prize awarded etc) |  |

**SECTION 7: REFERENCES**

**REFEREES**

*Please provide details of two referees.*

*Referees should be able to comment upon your academic and/or professional ability and experience.*

*Unless you indicate to the contrary, we will presume you are content for us to contact your nominated referee(s) without speaking with you first.*

|  |  |
| --- | --- |
| **REFEREE 1 NAME** |  |
| **POSITION** |  |
| **ORGANISATION** |  |
| **ADDRESS** |  |
| **E-MAIL ADDRESS** |  |
| **TELEPHONE** |  |
| **RELATIONSHIP** |  |
| If you do not wish us to contact this referee without speaking with you first, please indicate so here, together with a reason why. |  |

|  |  |
| --- | --- |
| **REFEREE 2 NAME** |  |
| **POSITION** |  |
| **ORGANISATION** |  |
| **ADDRESS** |  |
| **E-MAIL ADDRESS** |  |
| **TELEPHONE** |  |
| **RELATIONSHIP** |  |
| If you do not wish us to contact this referee without speaking with you first, please indicate so here, together with a reason why. |  |

**SECTION 8: MITIGATING CIRCUMSTANCES**

**MITIGATING CIRCUMSTANCES**

*If there are any mitigating circumstances, relevant to your application which you wish us to consider, please indicate them here:*

|  |
| --- |
| (*No more than 150 words*) |

**SECTION 9: QUESTIONNAIRE**

The word limits specified are limits, they are not targets. You should focus on presenting your answers clearly, concisely and persuasively.

**1) Why do you want to be a practising barrister?**

|  |
| --- |
| (*No more than 250 words*) |

**2) Why do you want to undertake your pupillage at, and then practise from, KCH Garden Square?**

|  |
| --- |
| (*No more than 350 words*) |

**3) Apart from advocacy, what are the three most important skills or qualities a barrister should possess and why?**

|  |
| --- |
| (*No more than 350 words*) |

**4) By reference to your answers on this Application Form, how do your skills demonstrate an aptitude for practice as a Civil Litigation and Financial Remedies barrister?**

|  |
| --- |
| (*No more than 250 words*) |

**-END OF APPLICATION-**

Please remember to complete the separate, accompanying Equality & Diversity Monitoring Form



**KCH Garden Square Barristers**

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96A New Walk, Leicester, LE1 7EA

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t: Leicester: +44 (0)116 298 7500  
  
e: [pupillage@kchgardensquare.co.uk](mailto:pupillage@kchgardensquare.co.uk)  
  
w: [www.kchgardensquare.co.uk](http://www.kchgardensquare.co.uk)