**Coram Chambers Pupillage Application Form**

For pupillages commencing October 2024

**Please read the following information before completing this form:**

Chambers is not part of Pupillage Gateway, although we follow the Pupillage Gateway timetable. Accordingly, applications for pupillage must be made using this form in accordance with the Pupillage Gateway timetable. For pupillages commencing in October 2024 this means that completed forms must be sent to chambers no later than **10am on 8 February 2023**. Applications sent after this time will not be accepted. Please do not include a CV or covering letter with your application as these will be disregarded.

Instructions for completing and submitting this form:

* Please complete this form electronically if possible (you may sign it manually or electronically).
* Complete the boxes using **Calibri size 10 font**.
* Tick boxes can be ticked electronically by double clicking on the box.
* **Please do not change or alter the size, formatting or layout of the boxes**.
* If you require additional room please use the extra space at the end of the form specifying the section name and number of the form that the additional material relates to.
* **Please save/scan your completed and signed application form as a .pdf document entitled: ‘Coram Pupillage Application 2024 – FULL NAME’.**
* **Please send your completed application form, together with an equality and diversity monitoring form, to Ginny Wilson via** **pupillage@coramchambers.co.uk** **with the subject heading ‘Coram Pupillage Application 2024 – FULL NAME’.**
* NOTE: You are under no obligation to complete the equality and diversity monitoring form. In the event that you do not wish to complete it please just attach a blank form.
* In the event that you have any questions about completing this form or the pupillage process please contact Ginny Wilson via **pupillage@coramchambers.co.uk**

Marking criteria and the interview:

* Forms are marked using the following criteria: academic achievement, intellectual aptitude, work experience including an understanding of how such experience equips candidates with the skills necessary for life at the Bar, reasons given for applying to chambers and answers given to the essay question. The overall presentation of the application form and any exceptional or extenuating circumstances will also be taken into account. Marks may be deducted for poor spelling and other errors so please check your application form carefully before submitting.
* The first two pages of the application form (containing your personal details) and also the equality and diversity monitoring form will be separated from the rest of the application before it is marked.
* You will be notified as soon as possible if you have been called for interview, in accordance with the Pupillage Gateway timetable. Due to the volume of applications received we regret that we are unable to give individual feedback to candidates not called for interview.

Further information about Coram Chambers can be found on our website [coramchambers.co.uk/pupillage](https://www.coramchambers.co.uk/about-contact/pupillage/)

Thank you for taking the time to complete our pupillage application form. We wish you the best of luck.

1. **PERSONAL DETAILS**

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| --- | --- |
| **TITLE** |  |
| **FIRST NAME** |  |
| **MIDDLE NAME** |  |
| **SURNAME** |  |
| **STREET ADDRESS** |  |
| **TOWN/CITY** |  |
| **REGION** |  |
| **POST CODE** |  |
| **COUNTRY** |  |
| **HOME TELEPHONE** |  |
| **WORK TELEPHONE** |  |
| **MOBILE TELEPHONE** |  |
| **EMAIL ADDRESS** |  |

1. **MEMBERSHIP OF INN AND CALL TO THE BAR**

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| **NAME OF INN** |  |
| **MEMBER SINCE** |  |
| **DATE OF CALL OR INTENDED CALL**  |  |

1. **SPECIAL REQUIREMENTS/RESTRICTIONS/MISCELLANEOUS**

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| **Do you have any special requirements should you be called for interview? YES** [ ]  **NO** [ ]  |
| **If YES, please give details:**  |

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| **Are there any restrictions on your ability to work in the UK or commence practice at the Bar (e.g. requiring immigration clearance or having to first complete the Bar Transfer Test)? YES** [ ]  **NO** [ ]  |
| **If YES, please give details:**  |

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| **Is there anything of which we should be aware that may have the potential to conflict with a barrister’s core duties to (i) act with honesty, and with integrity; and (ii) not behave in a way which is likely to diminish the trust and confidence which the public would place in you or in the profession?** **YES** [ ]  **NO** [ ]  |
| **If YES, please give details:**  |

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| **Is there any member of Coram Chambers with whom you have a close link so as potentially to make it inappropriate for them to be involved in the assessment of your application?** **YES** [ ]  **NO** [ ]  |
| **If YES, please give details:**  |

**DECLARATION**

**This application form consists of [ ] pages (beginning with this page and including any additional pages used as additional space). I declare that the information I have provided is true and correct to the best of my knowledge and belief and I consent to the processing of my information in accordance with the UK General Data Protection Regulation - our Privacy Policy can be found here:** [**coramchambers.co.uk/privacy**](https://www.coramchambers.co.uk/privacy/)

**NAME (IN BLOCK CAPITALS):**

**DATE:**

**SIGNATURE:**

1. **EDUCATION DETAILS**
2. *GCSEs or equivalent*

*Please state the number of GCSEs or equivalent that you have at each grade. In the event that you have equivalent qualifications that are not graded in this format please set these out in the box below. In the event of any examinations administered by Boards based outside the United Kingdom please also use the box to provide some explanatory information as to the grading system used.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **A\*** | **A** | **B** | **C** | **D** | **E** | **F** | **G** |
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| **GCSE or equivalent-level qualifications not graded in the format above and/or explanatory information as to grading system used in the event of qualifications administered by Boards based outside the United Kingdom** |
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1. *A-Levels or equivalent*

*Please list subjects studied at AS and A-Level or equivalent together with the grade achieved. In the event of any examinations administered by Boards based outside the United Kingdom please provide some explanatory information as to the grading system used in the box below.*

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| --- | --- | --- | --- |
| **DATE**  | **SUBJECT; AS/A-LEVEL** | **SCHOOL/INSTITUTION ATTENDED** | **GRADE** |
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| **Explanatory information as to grading system used in the event of qualifications administered by Boards based outside the United Kingdom** |
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1. *Degrees (undergraduate and any postgraduate but excluding BTPC, GDL etc)*

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| --- | --- | --- | --- |
| **DATES ATTENDED** | **DEGREE NAME** **(e.g. LLB/BA)** | **NAME OF UNIVERSITY/INSTITUTION** | **GRADE/CLASS** **(e.g. 1st/2:1)** |
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| **If any of the above grades are projected grades please say so here and give details of the basis upon which this projection is made (e.g. previous exam results, prediction from institution etc)** |
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1. *Other postgraduate qualifications (including BPTC, GDL etc)*

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| --- | --- | --- | --- |
| **DATES ATTENDED** | **QUALIFICATION****(e.g. BPTC)** | **NAME OF UNIVERSITY/INSTITUTION** | **GRADE/CLASS** **(e.g. Outstanding)** |
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| **If any of the above grades are projected grades please say so here and give details of the basis upon which this projection is made (e.g. previous exam results, prediction from institution etc)** |
|  |

*In the event that you have any additional degrees or qualifications please use the additional space provided at the end of this form*

**Have you included any additional degrees or qualifications at the end of this form? YES** [ ]  **NO** [ ]

1. **SCHOLARSHIPS, PRIZES, POSITIONS OF RESPONSIBILITY AND OTHER ACIEVEMENTS**

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| **PLEASE GIVE DETAILS OF ANY SCHOLARSHIPS, PRIZES, POSITIONS OF RESPONSIBILITY AND/OR OTHER ACHIEVEMENTS AND ACTIVITES THAT YOU FEEL WOULD BE OF RELEVANCE TO YOUR APPLICATION OR DEMONSTRATE YOUR INTELLECTUAL APTITUDE. THIS MAY INCLUDE (BUT IS NOT LIMITED TO) PROFICIENCY IN LANGUAGES, AWARDS, MOOTING & DEBATING EXPERIENCE, EXTRACURRICULAR ACTIVITIES AND/OR PUBLICATIONS.** |
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1. **WORK EXPERIENCE & EMPLOYMENT**
2. *Work experience & employment (other than mini-pupillages)*

*Please tell us about work experience and/or employment that you have had that you consider relevant to your desire to practice as a barrister and/or apply for pupillage in Chambers. This may be legal or non-legal and can include (but is not limited to) full time employment, work experience, campaigning roles and/or pro bono work. Please do not, however, include mini-pupillages in this section – mini-pupillages should be listed in section 6C below.*

*There is space for up to five positions/roles in this section. We ask that you choose what you feel to be the* ***most relevant experience*** *you have had to practising as a barrister. If you do not consider an experience relevant do not list it just to complete the boxes available. Although specific attention will be given to legal work experience we are ultimately interested in your understanding of practice at the Bar and how the roles you have chosen (whether law or non-law related) equip you with the skills necessary or otherwise assist you in becoming a successful barrister. You will be asked more about this in section 6B below.*

*In completing the ‘outline of responsibilities’ section you may use bullet points or a list format. Please list the experiences you include in reverse chronological order (i.e. most recent first).*

***Position 1***

|  |  |  |
| --- | --- | --- |
| **DATES**  | **NAME OF ORGANISATION** | **POSITION IN ORGANISATION** |
|  |  |  |
| **OUTLINE OF RESPONSIBILITIES** |  |
| **This position is: Legal** [ ]  **Non-Legal** [ ]  |

***Position 2***

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| **DATES**  | **NAME OF ORGANISATION** | **POSITION IN ORGANISATION** |
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| **OUTLINE OF RESPONSIBILITIES** |  |
| **This position is: Legal** [ ]  **Non-Legal** [ ]  |

***Position 3***

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| **DATES**  | **NAME OF ORGANISATION** | **POSITION IN ORGANISATION** |
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| **OUTLINE OF RESPONSIBILITIES** |  |
| **This position is: Legal** [ ]  **Non-Legal** [ ]  |

***Position 4***

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| **DATES**  | **NAME OF ORGANISATION** | **POSITION IN ORGANISATION** |
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| **OUTLINE OF RESPONSIBILITIES** |  |
| **This position is: Legal** [ ]  **Non-Legal** [ ]  |

***Position 5***

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| **DATES**  | **NAME OF ORGANISATION** | **POSITION IN ORGANISATION** |
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| **OUTLINE OF RESPONSIBILITIES** |  |
| **This position is: Legal** [ ]  **Non-Legal** [ ]  |

*Bearing in mind our request that you list only your most relevant experiences if you nevertheless feel that the inclusion of extra roles is appropriate you may use the additional space in section 10 at the end of this form.*

**Have you included any additional work experience/employment roles at the end of this form? YES** [ ]  **NO** [ ]

1. *Skills to succeed at the Bar and how you meet them*

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| **WHAT DO YOU CONSIDER ARE THE SKILLS NECESSARY TO BECOME A SUCCESSFUL BARRISTER? HOW DO YOUR EXPERIENCES TO DATE EQUIP YOU WITH THESE SKILLS OR OTHERWISE ASSIST YOU IN DEVELOPING A SUCCESSFUL PRACTICE AT THE BAR? (Max 250 words)** |
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1. *Mini pupillage experience*

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| **NAME OF CHAMBERS** | **AREAS OF LAW SEEN/EXPERIENCED** | **DATES** |
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| **WHAT DO YOU FEEL YOU HAVE LEARNED FROM YOUR MINI-PUPILLAGES AND HOW, IF AT ALL, HAVE THEY IMPACTED ON YOUR DECISION TO APPLY FOR A FAMILY LAW PUPILLAGE IN CHAMBERS? (Max 150 words).** |
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1. **REASONS FOR APPLICATION**

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| **WHY ARE YOU APPLYING FOR PUPILLAGE AT CORAM CHAMBERS? (Max 150 words)** |
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1. **ESSAY QUESTION**

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| **Where allegations of domestic abuse are raised, should there be a presumption of no contact until the court can determine them? If so, why and how should this work? If not, why not? (Max 350 words)***Note: there is no ‘correct’ answer to this question and detailed knowledge of the law is not required. Marks will be awarded on the basis of a clearly presented and well-reasoned argument.* |
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1. **EXTENUATING/EXCEPTIONAL CIRCUMSTANCES**

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| **IF APPLICABLE, PLEASE PROVIDE DETAILS OF ANY EXTENUATING/EXCEPTIONAL CIRCUMSTANCES THAT MAY BE RELEVANT TO YOUR APPLICATION. THIS MAY INCLUDE (BUT IS NOT NECESSARILY LIMITED TO) HAVING SUFFERED EXCEPTIONAL HARDSHIP OR DEMONSTRATING EXCEPTIONAL COMMITMENT/PERSEVERANCE IN EXTREMELY DIFFICULT CIRCUMSTANCES.** |
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1. **ADDITIONAL SPACE**

*In the event that you require further space for your answers please use the space below. Please specify the relevant section number and name of the application form that the additional material relates to (e.g. 4C ’Degrees’).*