**This is the application form used by the Bar Council’s Pupillage Gateway. It can be adapted to fit the role you’re recruiting and the selection criteria you’re using.**

Fair Recruitment Guide

**Section 4 / Template 2**

Sample application form

1. **Personal details**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Middle name |  |
| Last name |  |
| Preferred name |  |

|  |  |
| --- | --- |
| Address |  |
| Town |  |
| County/region |  |
| Postal/Zip code |  |
| Country |  |

|  |  |
| --- | --- |
| E-mail address |  |
| Home telephone |  |
| Mobile telephone |  |

1. **Education**

|  |
| --- |
| **School education (add as many as required)** |
| Institution type |  |
| Institution name |  |
| Institution location |  |
| Institution dates |  |
| Qualification type |  |
| Subjects & grades |  |

|  |
| --- |
| **Higher education undergraduate, postgraduate and overseas study (add as many entries as required)** |
| Institution name |  |
| Qualification title |  |
| Area of study |  |
| Grade |  |
| Start date |  |
| Date awarded |  |

|  |
| --- |
| **CPE/GDL** |
| Studying/studied for a legal degree? |  |
| CPE/GDL institution |  |
| Course type |  |
| Grade |  |
| Mode of study |  |
| Dates |  |

|  |  |
| --- | --- |
| BVC/BPTC institution |  |
| Grade status |  |
| Grade |  |
| Mode of study |  |
| Dates |  |
| Date/proposed Date of call |  |

1. **Employment history**

|  |
| --- |
| **Legal employment and work experience (add as many entries as required)** |
| Organisation |  |
| Position |  |
| Employment status |  |
| Dates |  |
| Responsibilities/ achievements (300 words) |  |

|  |
| --- |
| **Non-legal employment and work experience (add as many entries as required)** |
| Organisation |  |
| Town/city |  |
| Position |  |
| Employment status |  |
| Dates |  |
| Responsibilities/ achievements (300 words) |  |

1. **Other skills**

|  |
| --- |
| **Language skills (add as many entries as required)** |
| Language |  |
| Fluency |  |

|  |
| --- |
| **Membership of an Inn of Court** |
| Inn of Court |  |
| Inn of Court membership status |  |
| Membership number |  |
| Date from |  |

|  |
| --- |
| **Other professional qualifications (add as many entries as required)** |
| Qualification |  |
| Awarding body |  |
| Grade |  |
| Details |  |

1. **Responsibilities, awards & interests**

|  |
| --- |
| **Positions of responsibility, prizes and awards** |
| Please provide details of any positions of responsibility you have held. (150 words) |
|  |

|  |
| --- |
| Please provide details of any scholarships, awards or prizes. (150 words) |
|  |

|  |
| --- |
| **Interests and recreational activities** |
| Please provide details of your interests and any non-work related involvement. If relevant to your proposed area of practice, please explain in what way. (150 words) |
|  |

1. **Extenuating circumstances**

|  |
| --- |
| Please provide details of any extenuating circumstances, if relevant to your application (150 words) |
|  |

1. **Additional questions**

This section can be used to ask additional questions which allow the shortlisting panel to score applicants against the selection criteria.

Please use a maximum of 300 words to answer each of the following questions.

|  |
| --- |
| **Selection criteria 1** |
|  |

|  |
| --- |
| **Selection criteria 2** |
|  |

|  |
| --- |
| **Selection criteria 3** |
|  |

|  |
| --- |
| **Selection criteria 4** |
|  |

|  |
| --- |
| **Selection criteria 5** |
|  |

1. **Right to work in the UK**

|  |  |
| --- | --- |
| Are there any restrictions on your ability to work in the UK? |  |
| Do you have any special requirements if you are invited to attend a pupillage interview? |  |
| Dates when you may NOT be available for interview |  |

1. **References**

|  |
| --- |
| **Referee 1** |
| Academic or work/ personal (one of each) |  |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Relationship |  |

|  |
| --- |
| **Referee 2** |
| Academic or work/ personal (one of each) |  |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Relationship |  |