

1 King’s Bench Walk, Temple, London

**Pupillage Application Form**

Thank you for deciding to apply to 1 King's Bench Walk. Information about this form, and the timetable is set out on the last page. If you require any assistance or have any problems completing this form, please contact 020 7936 1500 or email: pupillage@1kbw.co.uk

**Please download this form, complete it and email it in accordance with the instructions on the last page.** **In submitting your completed application form you confirm that the contents are true to the best of your knowledge and belief.**

All initial communication regarding your application will be made via email. Please ensure that you enter a valid email address and check your inbox regularly.

##

## Personal Details

|  |  |
| --- | --- |
| Title |  |
| Surname/Family Name |  |
| First Name(s) |  |
| Home Address  |  |
| Correspondence Address*(If different from Home Address)* |  |
| Mobile or Home Telephone |  |
| Inn of Court  |  |
| Membership status and number |  |

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## Secondary education

Please provide details of ‘A’ levels (or equivalent) or, where relevant, overseas study.

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| --- | --- | --- | --- |
| **Dates (start and finish)** | **Institution** | **Qualification** | **Grade** |
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## Tertiary education

Please provide details of your undergraduate degree and of any post graduate university or similar studies (e.g. second degrees, Masters etc).

* If you did not undertake a qualifying law degree, enter your principal degree(s) and post non-law graduate studies (including subject) here and any CPE/conversion course/GDL or other legal qualification in the next section.
* If you undertook a qualifying law degree, enter details here along with any post graduate studies in law or similar.
* If your course was part time, please indicate.
* **Please note any candidate invited for a final (second) round interview will be asked to provide a copy of their degree certificate or similar proof of qualification in advance of that interview.**

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| **Dates (start and finish)** | **Institution** | **Qualification** | **Grade** |
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## Other Legal Education / BPTC

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| **Legal education (e.g. conversion course/CPE/GDL or similar excluding a principal law degree which is to be entered in section 3 above)** |
| Course type |  |
| Institution |  |
| Date(s) (start and finish/prospective) |  |
| Grade |  |
| Dates of study from/to |  |
| **BPTC (if applicable) Inserting dates of course start and end (actual or prospective)** |
| Status |  |
| Institution |  |
| Date(s) (start and finish and prospective)  |  |
| Grade |  |
| Dates of study from/to |  |
| Proposed date of call |  |

## Employment History

Please provide details, in reverse chronological order (most recent first), of any previous paid employment. This should include non-legal work and legal related positions of a substantial nature (e.g. paralegal, volunteer, caseworker) but please DO NOT include mini pupillages, short internships, other “work experience” style schemes or placements or marshalling which should be entered in the next section.

|  |  |  |  |
| --- | --- | --- | --- |
| **From/ To** | **Employer/Chambers** | **Position, Responsibilities and Achievements** | **Area of Law (if applicable)** |
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## Mini-pupillages and Unpaid legal work experience

Please provide details in reverse chronological order (most recent first) of any mini-pupillages, internships, placements/summer schemes and other “work experience” and marshalling or similar.

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| **From/ To (or duration if less than 2 weeks)** | **Supervising chambers/judge/solicitor/establishment** | **Area(s) of Law**  |
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## Legal Knowledge and Experience

**APART** from that anything already entered above please give brief details of any further knowledge or experience you have gained in the law, and how you gained that experience. If you have been able to gain only limited knowledge or experience of the law please explain why, including any attempts you have made to obtain experience of the law and/or any limitations on your ability to do so. (Maximum 200 words)

## Awards, Prizes and Scholarships

Please give details of any relevant awards, prizes or scholarships that you have received since the age of 18/end of secondary education.

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| --- | --- | --- | --- |
| **Year** | **Awarding Institution** | **Name and details of award** | **Monetary value**  |
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## Please tell us about yourself and your non-legal interests (*Maximum 150 words*)

1. **Set out any extenuating or personal circumstances that you consider relevant** *(Maximum 150 words)*
2. Please identify a recent family law case that you have read that interests you, and explain why *(max. 200 words)*
3. Please give one example of a time when you worked hard to influence or persuade someone to your way of thinking. Please provide details of the situation, what you did or said, and the result that it had *(max. 200 words)*
4. Please describe a situation from your life where you have shown resilience in the face of any kind of adversity *(max. 150 words)*

## Please set out examples of any particular oral presentation experience e.g. advocacy, public speaking, debating, mooting, acting or other similar experience etc *(max. 150 words)*

## Referees

Please give the names, telephone numbers and email addresses of **TWO** referees. Bear in mind the more experience your referees have of your legal ability and/or capabilities as an advocate, the more useful they will be to us in considering your application.

**Please note that referees will be contacted for any candidature invited to a Final (second) round interview, in advance of the interview. so please ensure contact details are accurate, current, and that referees are advised of this possibility.**

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| --- | --- | --- | --- |
| **Name**  | **Professional Address** | **Email**  | **Telephone** |
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1. **Accessibility**

We are committed to equal opportunities and diversity and aim to ensure that everyone who wishes to do so can participate fully in our pupil selection process. Are there any arrangements which we will need to make to enable you to do so? For the avoidance of doubt, there is no requirement to disclose such information, and any information disclosed will not be used as part of the selection process.

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**DIVERSITY MONITORING QUESTIONNAIRE**

1kbw Chambers wishes to ensure that we are able to recruit, develop and retain the most talented barristers, pupils and staff to our chambers. We value the diversity of backgrounds, skills and experiences found in our chambers, and actively promote an inclusive culture where all our members and staff are able to flourish. As part of meeting our commitments to equality and diversity, our chambers collects and analyses statistical information on all our applicants. This enables us to ensure that we continue to attract and select solely on the basis of talent and potential to succeed.

The information that you are asked to provide in the section below will be treated in the strictest confidence. The information requested covers those areas covered in the BSB’s Equality Rules and Guidance. It will be held confidentially by the Chambers Chief Executive and will be used solely for statistical monitoring purposes. The data will be retained for no longer than 3 years. You are not obliged to answer all or any of the questions but in providing this information you will help to ensure that our recruitment is fair and objective for all.

**Q1. What is your gender?**

 [ ] Male [ ] Female [ ] Prefer Not to Say

**Q2. Is the gender you Identify with the same as your sex registered at birth?**

[ ] Yes [ ] No [ ] Prefer Not to Say

If not, enter gender identity

**Q3. What is your age?**

From the list of age bands below please tick a box to indicate the category that includes your current age in years

[ ] Under 25 [ ] 26-34 [ ] 35-44 [ ] 45-54

[ ] 55-64 [ ] 65 + [ ] Prefer Not to Say

**Q4. What is your ethnic group?** (tick one box only)

|  |  |
| --- | --- |
| **White**[ ] British/English/Welsh/Northern Irish/Scottish[ ] Irish[ ] Gypsy or Irish Traveller[ ] Any other White background | **Black/African/Caribbean/Black British**[ ] Caribbean[ ] African[ ] Any other Black/ African/ Caribbean/ Black British background  |
| **Mixed**[ ] White/Black Caribbean[ ] White/Black/African[ ] White Asian[ ] Any other Mixed background | **Asian or Asian British**[ ] Indian[ ] Pakistani[ ] Bangladeshi[ ] Chinese[ ] Any other Asian background |
| **Other Ethnic Group**[ ] Arab | [ ] Any other Ethnic Group |
| [ ] Prefer Not to Say |  |

**Q5. Do you consider yourself to have a disability?**

(The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has substantial long term, adverse effect on his or her ability to carry out normal day to day activities. ‘Long term’ means that the impairment is likely or has lasted for 12 months or more).

Do you consider yourself to have a disability according to the definition above?

[ ] Yes [ ] No [ ] Prefer Not to Say

**Q6. What is your sexual orientation?**

[ ] Bisexual [ ] Heterosexual/straight

[ ] Gay Man [ ] Other

 [ ] Gay Woman/lesbian [ ] Prefer Not to Say

**Q7. What is your religion or belief?**

|  |  |
| --- | --- |
| [ ] No religion or belief[ ] Buddhist[ ] Christian (all denominations)[ ] Hindu | [ ] Jewish[ ] Muslim[ ] Sikh[ ] Any other religion[ ] Prefer Not to Say |

**Q8. What is your socio-economic background?**

(a) Did either of your parents attend university?

[ ] Yes [ ] No [ ] Prefer Not to Say

(b) Did you mainly attend a state or fee-paying school between the ages of 11 – 18?

[ ] State [ ] Fee paying [ ] Prefer Not to Say

**Q9. Do you have caring responsibilities?**

If you have a child or children under 18 who is the primary carer?

[ ] Me [ ] Someone else [ ]  Shared equally

[ ] No children under 18 [ ] Prefer Not to Say



# Before Submitting

Before emailing your completed application form, please save as a **PDF** in the following format:

**[Your Name] 1kbw Pupillage Application ddmmyyyy.pdf**

e.g., Sam Smith 1kbw Pupillage Application 01022025.pdf

Application window opens **Thursday 2nd January 2025 at 11:00**

**Deadline**

Please return your completed application form to pupillage@1kbw.co.uk Applications will be received no later than **11:59 on Thursday 6th February 2025 – Please ensure you complete the diversity monitoring questionnaire.**

If you would like to discuss any reasonable adjustments to the recruitment process, please contact Nichola Bentleyl on 0207 936 1500. This information will not be used in the selection process.

On receipt of your application, we will send an acknowledgement email within 5 working days. If you do not receive our acknowledgement within this time frame please contact the pupillage team on 020 7936 1500 or pupillage@1kbw.co.uk

# Timetable

* The selection of the applicants invited for a first-round interview will usually take place in late February/early March 2025.
* First round interviews will take place 1st week of April 2025
* Second round interviews will take place last week of April 2025.
* Pupillage offers will be made on the 9th May 2025 at 09:30 in accordance with the Pupillage Gateway timetable.
* Applicants who are invited to attend either a first or second round interview will be notified in the event their application is unsuccessful.