Completed forms should be returned to:

**Bank House Chambers**

**Old Bank House**

**3 Hartshead**

**Sheffield**

**S1 2EL**

Please also include a stamped addressed envelope with your application.

**Bank House Chambers**

**Pupillage Application Form**

Please continue on a separate sheet if necessary on any sections of this form, clearly marking which section the continuation sheet refers to.

**Pupillage Application Form**

1. **Personal Details**

Please complete this form in full in **black ink** and return to the address above. Any sections that are not relevant must be crossed through.

|  |  |
| --- | --- |
| **Mr/Miss/Mrs/Ms/Dr Male/Female (delete as appropriate)** | |
| **Full Name** |  |
| **Address** |  |
| **Home Tel. Number** |  |
| **Mobile Tel. Number** |  |
| **Date of Birth** |  |
| **Email** |  |
| **Inn** |  |
| **Date of Call** |  |
|  |  |

1. **Education History**

Please complete chronologically, with your secondary school first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address** |  | | | |
|  | **From** |  | **To** |  |
| **Qualifications and Grades** |  | | | |
| **Date passed** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address** |  | | | |
|  | **From** |  | **To** |  |
| **Qualifications and Grades** |  | | | |
| **Date passed** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address** |  | | | |
|  | **From** |  | **To** |  |
| **Qualifications and Grades** |  | | | |
| **Date passed** |  | | | |

1. **BVC Details**

Please give details of your BVC qualification (if applicable)

|  |  |
| --- | --- |
| **Institution** |  |
| **Grade Status** |  |
| **Grade** |  |
| **Mode of Study** |  |
| **Date from and to** |  |
| **Date/proposed date of call** |  |

1. **Professional Memberships**

Please give details of any professional or employment organisations of which you are a member.

|  |  |
| --- | --- |
| **Membership Body** |  |
| **Membership Status** |  |
| **Dates** |  |
| **Additional details** |  |

1. **Professional Qualifications**

Please give details of any professional qualifications you have acquired.

|  |  |
| --- | --- |
| **Qualifications** |  |
| **Awarding Body** |  |
| **Grade/Grade Status** |  |
| **Brief details** |  |

1. **Mini-pupillage/Marshalling/Mooting or other relevant experience**

Please complete chronologically with the most recent first.

|  |  |
| --- | --- |
| **Date from and to** | **Place of work** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Employment History**

Please give details of your employment history, with the most recent being listed first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of Employer** |  | | | |
| **Post held and duties** |  | | | |
|  | **From** |  | **To** |  |
| **Reason for leaving:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of Employer** |  | | | |
| **Post held and duties** |  | | | |
|  | **From** |  | **To** |  |
| **Reason for leaving:** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of Employer** |  | | | |
| **Post held and duties** |  | | | |
|  | **From** |  | **To** |  |
| **Reason for leaving:** |  | | | |

1. **Awards**

Please detail any prizes, scholarships, awards or publications you have won, in particular those which are relevant to the legal profession.

|  |  |
| --- | --- |
| **Award details** | **Brief description and date obtained** |
|  |  |
|  |  |

1. **Reason for applying to Bank House Chambers, Sheffield**

Please state in no more than 200 words, why you have chosen to make an application for pupillage at Bank House Chambers.

|  |
| --- |
|  |

1. **Interests and Recreational activities**

Please provide in no more than 100 words, details of your interests and any non-work related involvement.

|  |
| --- |
|  |

1. **Referee details**

Please provide details of two referees in support of your application.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

I can confirm that the information given is correct and I give permission for Bank House Chambers to contact any referees listed in support of my application for pupillage.

Signed…………………………………………………………………………………………

Print Name…………………………………………………………………….........................

Dated…………………………………………………………….……………………………

**Applications to Chambers will be treated in the strictest of confidence and will be acknowledged as soon as practicable. Please note that all application will be anonymised to ensure fairness and all personal details submitted will be kept for recording purposes only.**

**Applications are held on file for three years post-application and then will be disposed accordingly. For further details please refer to our Pupillage Policy documented on our website.**