# APPLICATION FOR PUPILLAGE COMMENCING SEPTEMBER 2025

**To be received from 3rd January and no later than 23:59 on 7th February 2024**

**General Guidance**

* We reserve the right to deduct marks from candidates who exceed the word count or who give inaccurate word totals on this form. In serious cases, applicants may be disqualified.
* Bullet point answers are encouraged in relation to the first four sections of this application form.

This year 4-5 Gray’s Inn Square are offering 3 pupillages – 2 General Civil Law Pupillages, and 1 Housing Law Pupillages. Please confirm below which type of pupillage you are applying for. Candidates may apply to be considered for either or both types of pupillages.

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Housing Law Pupillage |

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General Civil Law Pupillage |

**Section 1: Personal Information**

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| **Title** |  |
| **First Name** |  |
| **Last Name** |  |
| **Mobile Number** |  |
| **Email Address** |  |
| **Address** |  |
| **Membership of an Inn of Court (delete as applicable)** | Gray’s Inn / Inner Temple / Lincoln’s Inn / Middle Temple / Not Applicable |
| **Date of Call** |  |
| **Are there any restrictions on your ability to work in the UK?** |  |
| **Do you have any special requirements if you are invited to interview?** (Please note, this is not taken into account when we evaluate your application) |  |
| **Please confirm whether you have previously applied to these chambers for pupillage** |  |
| **Please confirm the date of your application, and any changes in circumstances since your last application.**  |  |

**Section 2: Employment, Work Experience and Mini- Pupillages**

***Please set out below any elements of your employment history which are relevant for a career at the Bar (please add as many entries as required)***

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| **Current Present Position**  |  |
| **Employment Status****(Delete as applicable)** | Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time). |
| **Employer** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **Proposed End Date (DD/MM/YYYY)** |  |
| **Description of Role and Responsibilities / Achievements****No more than 300 words** |  |
| **Please declare the number of words used** |  |
| **Relevant Skills learned****No more than 200 words** |  |
| **Please declare the number of words used** |  |

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| **Most Recent Position**  |  |
| **Employment Status****(Delete as applicable)** | Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time). |
| **Employer** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Description of Role and Responsibilities / Achievements****No more than 300 words** |  |
| **Please declare the number of words used** |  |
| **Relevant Skills learned****No more than 200 words** |  |
| **Please declare the number of words used** |  |

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| **Previous Position**  |  |
| **Employment Status****(Delete as applicable)** | Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time). |
| **Employer** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Description of Role and Responsibilities / Achievements****No more than 300 words** |  |
| **Please declare the number of words used** |  |
| **Relevant Skills learned****No more than 200 words** |  |
| **Please declare the number of words used** |  |

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| **Previous Position**  |  |
| **Employment Status****(Delete as applicable)** | Employed (full-time), Employed (part-time), Intern (full-time), Intern (part-time), Mini pupil or marshal, Other, Self-employed (full-time), Self-employed (part-time), Volunteer (full-time), Volunteer (part-time), Work experience (full-time), Work experience (part-time). |
| **Employer** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Description of Role and Responsibilities / Achievements****No more than 300 words** |  |
| **Please declare the number of words used** |  |
| **Relevant Skills learned****No more than 200 words** |  |
| **Please declare the number of words used** |  |

**Section 3: Education**

**Legal Education**

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| **BPTC Institution** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Module** | **Year** | **Grade** | **Achieved / Predicted** |
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| **Have you applied, or are you planning to apply, for a waiver from the BPTC?** | Yes / No |
| **If ‘Yes’, please provide further details here.****No more than 200 words** |  |

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| **GDL Institution** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Module** | **Year** | **Grade** | **Achieved / Predicted** |
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**Higher Education**

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| **Institution** |  |
| **Course Name:** |  |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Module** | **Year** | **Grade** | **Achieved / Predicted** |
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**A Levels**

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| **School** |  |
| **Type of School****(Delete as Applicable)** | Fee-paying, State, Grammar, Academy |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Subject** | **Year** | **Grade** | **Achieved / Predicted** |
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**AS Levels**

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| **School** |  |
| **Type of School****(Delete as Applicable)** | Fee-paying, State, Grammar, Academy |
| **Start Date (DD/MM/YYYY)** |  |
| **End Date (DD/MM/YYYY)** |  |
| **Subject** | **Year** | **Grade** | **Achieved / Predicted** |
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**Scholarships, Awards, and Prizes**

***Please add as many entries as required.***

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| **Organisation/Awarding body:** |  |
| **Scholarship/award/prize:** |  |
| **Dates:** |  |
| **Reason for award:****No more than 150 words** |  |

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| **Organisation/Awarding body:** |  |
| **Scholarship/award/prize:** |  |
| **Dates:** |  |
| **Reason for award:****No more than 150 words** |  |

**Section 4: Additional Skills, Hobbies and Interests**

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| **Languages** |  |  |
| **Proficiency i.e. Basic, Intermediate, Business, Fluent, Native.** |  |  |
| **Professional Qualifications e.g. “Grade 7 Pianist at Royal School of Music”** |  |

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| **Positions of Responsibility****Max 200-word limit** |  |  |

Please provide details of any positions of responsibility you have held and that you have not already referred to within this application form.

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| **Interests and Receational Activities.****Max 100-word limit** |  |

**Section 5: Application Questions**

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| **Why do you wish to become a barrister?** **No more than 200 words** |  |
| **Please declare the number of words used** |  |

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| **What areas of practice you are interested in and why?****No more than 250 words** |  |
| **Please declare the number of words used** |  |

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| **What are your reasons for applying to 4-5 Gray’s Inn Square** **No more than 250 words** |  |
| **Please declare the number of words used** |  |

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| **Please comment on a recent public law case, explaining the significant points of law involved. If you wish to be considered for the housing law pupillage, please answer this question with reference to a recent housing law case.** **No more than 250 words** |  |
| **Please declare the number of words used** |  |

**Section 6: Extenuating Circumstances and Other Disclosure**

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| **Extenuating Circumstances****No more than 200 words** |  |  |

Please provide details of any extenuating circumstances relevant to your application, If this section is not relevant, respond with the word “None”

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| **Other Disclosure****Do you have any convictions (spent or unspent), cautions or final warnings in any country, save those that are protected by law?\*****If Yes Please provide further details here.****No more than 200 words** | Yes / No |

Please provide details of any other matters not mentioned elsewhere in this application form. If this section is not relevant to you, then simply respond with the word "None".

**Section 7: Referees**

Please give details of two people who can provide a reference for you. At least one of these should be an Academic or Work reference.

**Reference 1**

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| --- | --- |
| **Name**  |  |
| **Position** |  |
| **Organisation Name**  |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Relationship** |  |
| **Reference Type** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name**  |  |
| **Position** |  |
| **Organisation Name**  |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Relationship** |  |
| **Reference Type** |  |

**Section 8: Equal Opportunities Monitoring**

The information contained within the Equal Opportunities Monitoring section will be treated in the strictest confidence and may be used by the Bar Council for the purposes of statistical monitoring only. 4-5 Gray’s Inn Square conduct the shortlisting and interview stages without reference to this information, as it is automatically separated from candidates’ applications.

The Bar Council and 4-5 Gray’s Inn Square are committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability, or age. So that we can monitor how we are performing against our strategic aim for improving equality and diversity at the Bar, we are seeking your help. To that end, it would be of great assistance if you would complete the monitoring form.

**Section 9: Application Summary and Agreements**

* I confirm that I have read the guidelines and acknowledge that once I submit my application, I will not be able to edit it. I further acknowledge that I will not be able to withdraw and replace it with a new application.
* I confirm that the information given in this application is true

Signed:

 Date:

**By typing your name above, you are confirming that the information you have given in this application form is true to the best of your knowledge and belief.**

**Please return this form electronically in a Word format, together with our equal opportunities monitoring form to:** **pupillage2025@4-5.co.uk**

**Alternatively, you may return the application to:** 4- 5 Gray’s Inn Square**,** London WC1R 5AH. **Please mark your envelope or email subject line: Pupillage Application 2025**

**Applications must be received between 10:00 on 3rd January 2024 and 23:59 on 7th February 2024. Please note that applications received outside of this window will not be considered.**