

**Mini-pupillage Application Form**

Please complete this form with as much relevant information as possible, taking account of what you know about Serjeants’ Inn Chambers and the areas of law in which we practise. You should bear in mind the criteria that will be applied in making our selection of candidates, which are listed on our website. Please do not feel compelled to fill all the space in every box. Only include information that you think we will find important.

Serjeants’ Inn Chambers offers mini-pupillages during the following weeks. Applications must be received by the dates specified below:

* For a mini-pupillage commencing between 1 December – 31 January, applications must be received by 1 October.
* For a mini‐pupillage commencing between 1 April and 31 April, applications must be received by 1 February.
* For a mini-pupillage commencing between 1 July and 31 July, applications must be received by 1 May.

In exceptional circumstances we consider application for mini-pupillages outside of the designated periods.

Applicants do not need to send a covering letter or CV with the application form. Applications should be word-processed and emailed to [jfarrell@serjeantsinn.com](mailto:jfarrell@serjeantsinn.com) Applicants should receive an acknowledgment of their application shortly after it is received. Any queries about the application process should be directed to Julia Farrell ([jfarrell@serjeantsinn.com](mailto:jfarrell@serjeantsinn.com)) who administers the scheme.

If you have a disability and you would like to discuss your situation in confidence please contact Briony Ballard ([bballard@serjeantsinn.com](mailto:bballard@serjeantsinn.com)).

**SERJEANTS’ INN CHAMBERS MINI PUPILLAGE APPLICATION FORM**

**PART A - PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:**  Click here to enter text. | **First Name:**  Click here to enter text. | | **Last Name:**  Click here to enter text. |
| **Address:**  Click here to enter text. | | **Telephone Number:**  Click here to enter text. | |
| **Mobile Telephone Number:**  Click here to enter text. | |
| **Email Address:**  Click here to enter text. | |

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| --- | --- |
| **Do you intend to practise at the Bar in England & Wales?** | Click here to enter text. |
| **Please indicate if and when you intend to apply through the Pupillage Portal for a pupillage at Serjeants’ Inn Chambers:** | Click here to enter text. |
| **In what year do you hope to commence a 12 month pupillage:** | Click here to enter text. |
| **Have you previously applied for pupillage or mini-pupillage at Serjeants’ Inn Chambers? *(If yes please provide dates of previous applications):*** | Click here to enter text. |

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| **In exceptional circumstances we consider application for mini pupillages outside of the designated periods. If you are unable to attend for a mini pupillage during the designated periods please indicate the reasons and your preferred dates:**  Click here to enter text. |

**PART B - EDUCATION AND QUALIFICATIONS**

**B1. SECONDARY EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment** | **Subject(s) Studied** | **Qualification Achieved** | **Date of Qualification** | **Grade** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**B2. FURTHER EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment** | **Subject(s) Studied** | **Qualification Achieved** | **Date of Qualification** | **Grade** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**B3. OTHER QUALIFICATIONS, PROFESSIONAL MEMBERSHIPS, AWARDS, SCHOLARSHIPS OR PRIZES**

|  |  |  |
| --- | --- | --- |
| **Title of Qualification, Professional Membership, Award, Scholarship or Prize.** | **Date of Qualification, Professional Membership, Award, Scholarship or Prize.** | **Description of Qualification, Professional Membership, Award, Scholarship or Prize.** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**PART C - EMPLOYMENT/ VOLUNTARY WORK EXPERIENCE**

***(Please put most recent first. Include only the five most relevant entries.)***

|  |  |  |
| --- | --- | --- |
| **Employer:**  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities *(Limit to 200 words)*:**  Click here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Employer:**  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities *(Limit to 200 words)*:**  Click here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Employer**:  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities *(Limit to 200 words)*:**  Click here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Employer**:  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities *(Limit to 200 words)*:**  Click here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Employer**:  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities *(Limit to 200 words)*:**  Click here to enter text. | | |

**PART D – MINI-PUPILLAGES**

***(Please put most recent first. Include only the three most relevant entries.)***

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| --- | --- |
| **Chambers Name:**  Click here to enter text. | **Dates of mini-pupillage:**  Click here to enter text. |
| **Experience Gained *(Limit to 100 words)*:**  Click here to enter text. | |

|  |  |
| --- | --- |
| **Chambers Name:**  Click here to enter text. | **Dates of mini-pupillage:**  Click here to enter text. |
| **Experience Gained *(Limit to 100 words)*:**  Click here to enter text. | |

|  |  |
| --- | --- |
| **Chambers Name:**  Click here to enter text. | **Dates of mini-pupillage:**  Click here to enter text. |
| **Experience Gained *(Limit to 100 words)*:**  Click here to enter text. | |

**PART E – PERSONAL STATEMENT**

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| **We receive many more applications for mini pupillage than we can accommodate. In 500 words or less and with reference to your skills, experience or achievements *(legal, business, sporting, artistic or otherwise, unpaid or voluntary work, languages, etc.)* persuade us why we should offer you a mini pupillage:**  Click here to enter text. |

**PART G – REFERENCES**

Please give the names, addresses and telephone numbers of two Referees who can confirm your employment or academic record and whom you are happy we should contact. One at least should be an academic referee.

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| --- | --- |
| **Reference One** | **Reference Two** |
| **Name:**  Click here to enter text. | **Name:**  Click here to enter text. |
| **Position:**  Click here to enter text. | **Position:**  Click here to enter text. |
| **Address:**  Click here to enter text. | **Address:**  Click here to enter text. |
| **Telephone Number:**  Click here to enter text. | **Telephone Number:**  Click here to enter text. |
| **Email Address:**  Click here to enter text. | **Email Address:**  Click here to enter text. |