

**MINI-PUPILLAGE APPLICATION FORM**

Please complete this form with as much relevant information as possible, taking account of what you know about Serjeants’ Inn and the fields in which we practise.

Serjeants’ Inn offers a number of three-day mini-pupillages during three designated periods each year, and applications must be received by the dates specified below:

* **Period 1 *(between 1 December and 31 January)*:** applications must be received by no later than 1 October;
* **Period 2 *(between 1 April and 31 April)*:** applications must be received by no later than 1 February;
* **Period 3 *(between 1 July and 31 July)*:** applications must be received by no later than 1 May.

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

Applicants do not need to send a separate covering letter or CV. Once completed, this form should be converted to PDF and emailed to Julia Farrell, Chambers Administrator ([jfarrell@serjeantsinn.com](mailto:jfarrell@serjeantsinn.com)). Applicants should expect to receive an acknowledgment of their application.

Any queries about the application process should also be directed to Julia Farrell, who administers the scheme on behalf of the Heads of Mini-Pupillage, Jamie Mathieson and Anthony Searle.

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

**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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| --- | --- |
| **In which designated period listed on page 1 are you hoping to undertake a mini-pupillage?** | Click here to enter text. |
| **Do you intend to practise at the Bar of England and Wales?** | Click here to enter text. |
| **In what year do you hope to commence a 12-month pupillage?** | Click here to enter text. |

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| **In exceptional circumstances we consider application for mini-pupillages outside of the three 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**

Please provide details of your GCSE, A-level and university results, as well as any other relevant qualifications, memberships, awards, scholarships or prizes you have received. If your degree results are pending, please provide an indication of this.

**SCHOOL EDUCATION – GCSE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Establishment** | **Subjects Studied** | **Date of Qualification** | **Grade** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**SCHOOL/COLLEGE EDUCATION – A-LEVEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Establishment** | **Subjects Studied** | **Date of Qualification** | **Grade** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**UNIVERSITY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Establishment** | **Title of Degree** | **Date of Qualification** | **Degree Classification and Subject/Module Results** |
| 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. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**OTHER QUALIFICATIONS, PROFESSIONAL MEMBERSHIPS,**

**AWARDS, SCHOLARSHIPS OR PRIZES**

|  |  |  |
| --- | --- | --- |
| **Title** | **Date** | **Description** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**PART C: EMPLOYMENT/ WORK EXPERIENCE**

Please provide details of your most relevant jobs or work experience.

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| --- | --- | --- |
| **Employer:**  Click here to enter text. | **Dates of Employment:**  Click here to enter text. | **Position Held:**  Click here to enter text. |
| **Responsibilities and achievements *(limit to 100 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 and achievements *(limit to 100 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 and achievements *(limit to 100 words)*:**   * Click here to enter text. | | |

**PART D – MINI-PUPILLAGES**

If you have undertaken any mini-pupillages, please provide details of them below. Please note that you do not have to have undertaken mini-pupillages at other chambers in order to be offered a mini-pupillage at Serjeants’ Inn.

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| --- | --- |
| **Chambers Name:**  Click here to enter text. | **Dates of mini-pupillage:**  Click here to enter text. |
| **Responsibilities and achievements *(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. |
| **Responsibilities and achievements *(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. |
| **Responsibilities and achievements *(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. With reference to your achievements and experiences, your commitment to the Bar and your interest in Serjeants’ Inn, persuade us in 500 words or less why we should offer you a mini-pupillage.**  Click here to enter text. |

**PART F: OTHER INFORMATION**

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| **We recognise that application forms do not always paint the full picture of an applicant. If you consider that there is anything else we should take into account (including any mitigating circumstances), please let us know. All information on this application form will be treated in confidence.**  Click here to enter text. |