

guidance notes for all applications

1. Please complete this application form carefully and clearly.
2. The closing date for applications is 28th January 2011. Late applications will only be considered in exceptional circumstances.
3. The application form cannot be completed online, but should be downloaded to your local drive for completion. If you are sending your completed application form by post please send it to the Secretary to the Recruitment Committee and mark the envelope "Pupillage Application Form". If you are sending the completed form electronically please send it by e-mail to pupillage@falcon-chambers.com, putting "Pupillage Application Form" in the subject line. Applications should either be typed or filled in using black ink. Faxed applications will not be accepted.
4. An acknowledgement of receipt of your application form will be given.
5. First round interviews will be held during February 2011. Second round interviews will be held shortly thereafter.
6. If you have a health condition or disability, and as a result have any special requirements for interview, please let us know, so that we can make appropriate arrangements for you.
7. We would be grateful if you would complete the equal opportunities monitoring form which is attached to the application form. The monitoring form is solely for the purposes of monitoring our equal opportunities policy and will not be seen by the persons who consider your application or who may later interview you.
8. Please note that no feedback on application forms will be provided.

application for Pupillage

commencing October 2012

PERSONAL DETAILS

Title _____ First Name _____

Last Name _____

Address (for all correspondence) _____

Telephone _____ Mobile _____

Email _____

EDUCATION & QUALIFICATIONS

First degree Title of degree _____

Class (if known) _____

Establishment attended _____

From _____ To _____

Please list the subjects studied in each year of your course and provide your overall exam result for each:

Subject _____	Result _____
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_____	_____
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_____	_____
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_____	_____
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First Post-graduate Qualification Title _____

Class (if known) _____

Establishment attended _____

From _____ To _____

Please list the subjects studied in each year of your course and provide your overall exam result for each:

Subject _____	Result _____
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Second Post-graduate Qualification Title _____

Class (if known) _____

Establishment attended _____

From _____ To _____

Please list the subjects studied in each year of your course and provide your overall exam result for each:

Subject _____ Result _____

Please include details of any further academic qualifications on a separate sheet as necessary.

GDL (if applicable)

Establishment attended _____

Year of completion _____ Result (if known) _____

Please give a breakdown of your marks in each exam paper taken. If you have not yet completed the course, please state your marks in each exam paper taken to date:

Exam _____ Marks _____

BPTC

If you have completed the BPTC please state the establishment you attended, your date of completion, your overall mark and a breakdown of your marks in each exam paper taken:

If you have not yet completed the BPTC please indicate when you expect to complete this course:

EDUCATION & QUALIFICATIONS continued

A & AS Levels (or equivalent qualifications)

Date _____	School _____	Subject _____	Result _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other qualifications Please give details of any other qualifications you have

Scholarships / Awards / Prizes

Call to The Bar (if applicable)

Date of Call _____ Inn _____

LEGAL EXPERIENCE

Please give details of any mini-pupillages undertaken or other law-related work experience.

EMPLOYMENT

Please give details of any employment history or work experience (paid or unpaid) and provide dates, employer's details and a description of the work involved.

PERSONAL QUALITIES

Listed below are five personal qualities which Falcon Chambers expects of its pupils. Please provide evidence demonstrating your experience and ability in each one (you may use the same material to cover more than one quality). Please do not simply re-state these characteristics, but try to give specific examples that show how you possess them.

Please do not exceed 1000 words in total.

- A) Motivation:** Candidates must show a high level of drive and determination, with a defined commitment to some aspects of work at the Bar.
- B) Intellectual Qualities:** We look for an ability to absorb complex information rapidly and to identify essential points and possible solutions in a practical and pragmatic manner.
- C) Advocacy Skills:** Candidates must show an ability to express themselves clearly, concisely and articulately both orally and in writing.
- D) Character and Personality:** Candidates should give evidence of maturity, integrity and established personal values.
- E) Temperament:** Candidates must demonstrate the ability to assert themselves when necessary and to remain calm, objective and confident while working with complex material and against deadlines.

Response:

PUPILLAGE

Why do you want to specialise in property law? (max. 250 words)

REFERENCES

Please give details of two referees, at least one of whom should be an academic referee.

1. Name _____

Address _____

Telephone _____ Email _____

2. Name _____

Address _____

Telephone _____ Email _____

See Guidance Notes for details of how to submit completed application forms.

DATA PROTECTION ACT

Falcon Chambers holds and processes data relating to applicants for pupillage in order to carry out its selection procedures. Falcon Chambers will hold such data for as long as it thinks it is necessary to fulfil the purposes for which the information was obtained and will process (including disposing and destroying) the data in accordance with the principals of the Data Protection Act 1998.

Falcon Chambers will take responsible precautions to ensure that the data is held securely and will guard against any unauthorised access and use.

equal opportunities monitoring form

for applicants for Pupillage commencing October 2012

We are committed to equal opportunities and diversity and we aim to select candidates solely on merit irrespective of race, ethnic or national origin, citizenship, sex, sexual orientation, marital status, age, religion, political persuasion or disability.

In order to monitor the effectiveness of our Equal Opportunities Policy, we request all applicants to provide the information indicated below.

Please complete this questionnaire. It will help us to monitor the effectiveness of our equal opportunities and diversity policy. This page will be detached from the rest of the form, will not be shown to the recruitment committee, and the information in it will play **no part** in the decision whether you should be offered pupillage or not.

Age _____ **Male/Female:** Male ☐ Female ☐

Disability

Do you consider yourself disabled? Yes ☐ No ☐ Are you registered disabled? Yes ☐ No ☐

Ethnic Background

Choose one of the following groups to indicate the ethnic group with which you most identify:

WHITE

White British ☐ White Irish ☐ Other white ☐ (please specify) _____

MIXED ETHNIC BACKGROUND

White and black Caribbean ☐ White and black African ☐ White and Asian ☐

Other mixed ethnic background ☐ (please specify) _____

ASIAN OR ASIAN BRITISH

Indian ☐ Pakistani ☐ Bangladeshi ☐ Other Asian background ☐ (please specify) _____

BLACK OR BLACK BRITISH

African ☐ Caribbean ☐ Other Black background ☐ (please specify) _____

CHINESE OR CHINESE BRITISH

Chinese ☐ Other Chinese background ☐ (please specify) _____

OTHER

Any other ethnic background ☐ (please specify) _____

Please return this form with your application to:

Secretary to the Pupillage Committee
Falcon Chambers, Falcon Court, London EC4Y 1AA

Falcon Chambers

questionnaire

As part of Chambers' assessment of the effectiveness of our communication with prospective Pupils we would be grateful if you could take some time to complete this form. The information you supply is given anonymously.

Please complete the following questionnaire, including as much information as you can.

1. What kind of information do you look for when investigating chambers for pupillage?

Please grade in order of importance, 1 being the most important, 5 being least important.

BPTC Funding	<input type="checkbox"/>	Size of Award	<input type="checkbox"/>	Reputation of Chambers	<input type="checkbox"/>
Practice areas	<input type="checkbox"/>	Tenancy prospects	<input type="checkbox"/>	Chambers culture	<input type="checkbox"/>
Size of Chambers	<input type="checkbox"/>	In-house training	<input type="checkbox"/>	Pro-Bono work	<input type="checkbox"/>
Other	<hr/>				

2. What are the main ways in which you gather information on sets of chambers?

Please rate in order of importance, 1 being the most important, 5 being least important.

Chambers Brochures	<input type="checkbox"/>	Career Fairs	<input type="checkbox"/>	Presentation Evenings	<input type="checkbox"/>
Internet	<input type="checkbox"/>	Open days	<input type="checkbox"/>	University Careers Service	<input type="checkbox"/>
Chambers Web Sites	<input type="checkbox"/>	University Tutors	<input type="checkbox"/>	Legal Press	<input type="checkbox"/>
Pupillage Handbook	<input type="checkbox"/>	Fellow Students	<input type="checkbox"/>		
Other	<hr/>				

3. What in your view are the most important issues for prospective pupils when deciding on which set of chambers to apply to?

Please grade in order of importance, 1 being the most important, 5 being least important.

Practice Areas	<input type="checkbox"/>	Chambers Culture	<input type="checkbox"/>	Chambers Reputation	<input type="checkbox"/>
Location	<input type="checkbox"/>	Training	<input type="checkbox"/>	BPTC Funding	<input type="checkbox"/>
Award	<input type="checkbox"/>	Tenancy Prospects	<input type="checkbox"/>		
Other	<hr/>				

10. How easy or difficult was it for you to find out information about Falcon Chambers?

11. Where did you first hear about Falcon Chambers?

Thank you for taking the time to complete this form.