### FIVE PAPER – APPLICATION FOR PUPILLAGE

***Please inform Five Paper as soon as possible if you require a reasonable adjustment to the recruitment process.***

#### SECTION 1: PERSONAL INFORMATION

#### These first two pages and the Diversity Monitoring Form will not be made available to those short-listing for interview or interviewing).

|  |  |
| --- | --- |
| **Name:**  |  |
| **Title:** |  |
| **Correspondence address:** |  |
| **Telephone:** |  |
| **Home Address** **(if different from above):** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Please provide the names and contact details of 3 referees:** | **1.** |
| **2.** |
| **3.** |
| **Are there any restrictions on your ability to work in the UK?** | **YES / NO**\* (\*please delete as appropriate) |
| **Applying for pupillage with a start date of:** | **OCTOBER 2023 / OCTOBER 2024** \* (\*please delete as appropriate or leave unmarked if applying for both start dates) (\*\* you must be qualified to start pupillage on October 2023 to be considered)  |

**DECLARATION\***

***By signing or typing my name below I declare that all the information I have provided in this application is true and that nothing has been falsified in any way whatsoever.***

***I have read and complied with the application form checklist below.***

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

\*Unsigned Application Forms will not be accepted [although electronic signatures will be]

**Application form checklist**

1. Read and review the Pupillage Selection Policy and Pupillage Selection Criteria.
2. Candidates must complete all sections of the application form and the declaration above.
3. **At the paper application stage, Five Paper endeavours to conduct an entirely anonymous and university-blind selection process. Candidates are requested not to expressly or impliedly state their name, race, gender etc., or the name or location of the academic institution(s) at which they studied in any part of this form, save for the information provided above.**
4. If you wish to complete the confidential equal opportunities monitoring form, please do so and ensure that it is attached to your application.
5. Please do not include a covering letter, C.V. or references.
6. Applications should be made by emailing this application form as a Word document or PDF to pupillage@fivepaper.com.
7. Please ensure that applications are received before the application deadline (14:00 on Wednesday 8 February 2023). Late applications will be automatically rejected.

**On receipt**

Emailed applications will receive an automatic message acknowledging receipt of application. All candidates will be informed of the outcome of their application, and general feedback will be given at each stage of the application process. However, it is not possible to enter into correspondence concerning individual applications, or to give individual feedback.

**SECTION 2: INTELLECTUAL ACHIEVEMENT**

* You are asked to avoid naming the institution(s) at which you studied.
* Please indicate where grades are predicted, rather than achieved.
* If you have yet to start the BPTC, please indicate when the course you intend to take will start and finish.
* Please do not insert further rows into the table below: no other academic qualifications form part of Five Paper’s paper application assessment.
* Where you have been awarded a grade lower than predicted or hoped for in your undergraduate degree, and/or BVC/BPTC (if completed), please explain briefly any extenuating circumstances and/or set out anything which you would like us to take into account in assessing your academic ability*.*

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| --- | --- | --- |
| **Qualification** | **Subject(s)** | **Grade** |
| **Undergraduate Degree** |  | **Overall grade:****Module marks:** |
| **BVC/BPTC** |  | **Overall grade:****Module marks:** |
| **Extenuating circumstances and other information** |
| **Scholarships, awards, and prizes** |
| **Inn of Court:** |  |
| **(Intended) date of Call:** |  |

**SECTION 3: EXPERIENCE**

* Please give brief details of your legal, and relevant non-legal experience.
* You can include mini-pupillages, marshalling, working for solicitors’ firms, voluntary work, work-experience, paid employment etc.

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| --- | --- | --- |
| **Organisation** | **Position** | **Role/Responsibilities/Relevance** |
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**SECTION 4: ORAL ADVOCACY**

* Please give brief details of your oral advocacy and public speaking experience.
* You can include mooting, debating, Model United Nations, County Court advocacy, teaching, giving speeches etc.

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| --- | --- |
| **Type** | **Details**  |
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**SECTION 5: WRITTEN ADVOCACY**

* Please give brief details of your written advocacy
* You should only include published articles, journalism or formal written submissions
* You should not include any dissertation or essay which was compulsory as part of any education process

|  |  |
| --- | --- |
| **Type** | **Details**  |
|  |  |
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**SECTION 6: SHORT QUESTIONS**

* Please answer the following questions, using a maximum of 150 words per answer.
* Answers are assessed in accordance with the Pupillage Selection Criteria. The assessment is objective, and evidence-based.

***Why do you want to join Five Paper?***

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| --- |
|  |

 **Word Count: [ ]**

***Please give an example of a time when you were faced with an unexpected or difficult situation? How did you deal with it?***

|  |
| --- |
|  |

 **Word Count: [ ]**

***Give an example of a goal or objective which you set for yourself, preferable outside any compulsory education process. Explain why you set yourself this goal and what process you followed.***

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 **Word Count: [ ]**

**SECTION 7: WRITTEN ADVOCACY**

* Please answer the following question in no more than 350 words.

**“Are digital currencies the future for trade and commerce?”**

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**Word Count: [ ]**

**Diversity Monitoring Form**

Five Paper wishes to ensure that we are able to recruit, develop and retain the most talented barristers, pupils and staff. We value the diversity of backgrounds, skills and experiences found in our Chambers, and actively promote an inclusive culture in which all of our members and staff are able to flourish. As part of meeting our commitments to equality and diversity, we collect and analyse statistical information on all applicants who seek pupillage, tenancy or employed roles. This enables us to ensure that we continue to attract and select our pupils, members, and staff solely on the basis of their talent and potential to succeed.

The information that you are asked to provide in the section below will be treated in the strictest confidence. The information requested covers those areas set out in the Bar Standards Board’s Equality Rules and Guidance. It will be held confidentially by Five Paper’s Data Diversity Officer and will be used solely for statistical monitoring purposes.

You are not obliged to answer any or all of the questions below, but in providing this information you will help us to ensure that our recruitment is fair and objective for all.

1. **Which gender do you most identify with?**

Male ☐ Female ☐ Prefer not to say ☐

1. **Please indicate the category that includes your current age:**

☐ Under 25 years

☐ 25-34 years

☐ 35-44 years

☐ 45-54 years

☐ 55-64 years

☐ Over 65 years

☐ Prefer not to say

1. **What is your ethnic group? Choose one of the groups below to indicate your ethnic group (please tick one box only):**

**White**

☐ British/English/Welsh/Northern Irish/Scottish

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other white background

**Mixed**

☐ White/Black Caribbean

☐ White/Black/African

☐ White/Asian

☐ Other mixed

**Asian or Asian British**

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

**Black/African/Caribbean/Black British**

☐ Caribbean

☐ African

☐ Black British

☐ Any other black/Caribbean/black British background

**Other ethnic group**

☐ Arab

☐ Chinese

☐ Any other ethnic group

☐ Prefer not to say

1. **Do you consider yourself to have a disability?**

(The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial long term, adverse effect on his or her ability to carry out normal day-to-day activities. “Long term” means the impairment is likely to or has lasted for 12 months or more).

* 1. **Do you consider yourself to have a disability according to the definition above?**

☐ Yes

☐ No

☐ Prefer not to say

* 1. **Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

☐ Yes, limited a lot

☐ Yes, limited a little

☐ No

☐ Prefer not to say

If you would like to discuss any reasonable adjustments to the recruitment process please contact Simon Robinson, Five Paper’s Equality and Diversity Officer. This information will not be used in the selection process.

1. **What is your sexual orientation?**

☐ Bisexual

☐ Gay man

☐ Gay woman/lesbian

☐ Heterosexual/straight

☐ Other

☐ Prefer not to say

1. **What is your religion or belief?**

☐ No religion or belief

☐ Buddhist

☐ Christian

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Any other religion

☐ Prefer not to say

1. **What is your socio-economic background?**
	1. **Were you part of the first generation of your family to go to university to study a BA, BSc course or higher?**

☐ Yes

☐ No

☐ Prefer not to say

* 1. **Did you mainly attend a state or fee-paying school between the ages of 11-18?**

☐ State

☐ Fee-paying

☐ Prefer not to say

* 1. **If you attended a fee-paying school, did you ever receive any kind of financial assistance to cover 50% or more of the school fees?**

☐ Yes

☐ No

☐ Prefer not to say

1. **Do you have caring responsibilities?**
	1. **Are you a primary carer for a child or children under 18?**

☐ Yes

☐ No

☐ Prefer not to say

* 1. **Do you look after or give any help or support to family members, friends, neighbours or others because of either long term physical or mental ill-health/disability, or problems related to old age?**

(Do not count anything you do as part of paid employment)

☐ Yes, 1-19 hours per week

☐ Yes, 20-49 hours per week

☐ Yes, 50 or more hours per week

☐ No

☐ Prefer not to say

Thank you for completing this confidential Diversity Monitoring Form.