

guidance notes for all applications

1. Please complete this application form carefully and clearly.
2. The closing date for applications is 22nd February 2010. Late applications will only be considered in exceptional circumstances.
3. Please either send your completed application form to the Secretary to the Recruitment Committee in an envelope marked "Pupillage Application Form". Or send it by e-mail to pupillage@falcon-chambers.com. 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 2010. 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 2011

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 _____

_____**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 _____

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.

CPE (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
_____	_____
_____	_____
_____	_____

BVC

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

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:

equal opportunities monitoring form

for applicants for Pupillage commencing October 2011

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

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.

CPE/LPC 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	_____				

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	_____				

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"/>	CPE/LPC Funding	<input type="checkbox"/>
Award	<input type="checkbox"/>	Tenancy Prospects	<input type="checkbox"/>		
Other	_____				

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.