

ST PHILIPS CHAMBERS

PUPILLAGE APPLICATION FORM 2016

Pupillage at St Philips Chambers

Who we are

St Philips Chambers was formed in 1998 as the result of the merger of two long-established sets. We quickly won a reputation for providing an excellent service to clients, winning the prestigious Chambers of the Year award in 1999. We have continued to build on that reputation, winning "Regional Set of the Year" in 2005 and 2009. We are one of the largest sets in the country, and are known as a leading player at regional and national level, providing specialised services to a wide range of clients. Many members of Chambers are highly recommended in guides such as Chambers & Partners and Legal 500.

Our position in state of the art facilities at the heart of Birmingham's commercial centre, together with a forward-looking management structure, underlines St Philips' continuing desire to remain on the front foot as legislative and competitive pressures increase.

St Philips has now officially arrived in London and Leeds. These strategic moves underline our commitment to expand upon the first-class service we are renowned for, reinforcing our objective to make our exceptional team of barristers the first choice for clients nationally and internationally.

While a large set, our individual specialisations are focused around seven practice groups: Crime, Family, Chancery & Commercial, Personal Injury & Clinical Negligence, Employment, Regulatory and Public Law.

What we can offer you

St Philips is in a position to offer up to two Pupillages to commence in Birmingham in October 2016.

We are looking for exceptional and well-rounded individuals with good intellectual ability and a practical approach to problem solving. We are more interested in your potential than your background.

Our pupils will gain experience in the work of most if not all of the practice groups. During the second six, we expect you to be very busy with your own work in the Magistrates, Crown and County Courts.

The Pupillage award for 2016 will be £40,000. £20,000 is payable over the course of the first six months. We expect you to earn a similar amount in your second six and we provide an earnings guarantee of £20,000 for this period.

We will meet the costs of the courses which are compulsory during Pupillage. Upon the satisfactory completion of the first six months, we provide you with your own copy of two substantial practice texts such as: Archbold; Civil Procedure Rules ("The White Book"), or the Family Court Practice ("The Red Book").

Pupillage at St Philips is a unique and rewarding experience. We look forward to receiving your application.

Policy on timing of specialisation

1. St Philips Chambers acknowledges that barristers have in due course to specialise. Instructing Solicitors expect Counsel to be as specialist as they are, or more so. The point of a referral profession is to provide specialist and excellent service.
2. St Philips Chambers also acknowledges that specialising too soon may lead to a barrister (a) failing to develop all round skills of advocacy, and (b) failing to acquire a body of general knowledge of the law; both of which are essential if the barrister is to reach full potential.
3. Accordingly, St Philips will preserve its Pupillage system whereby every pupil (a) has to be exposed in the first six to pupil supervisors from each of civil, crime and family; and (b) is obliged to accept instructions from each of those areas in the second six of Pupillage.
4. Further, it requires each new junior tenant to accept instructions from all areas of practice for a period of 24 months from election. Thereafter the individual barrister's position will be considered at a 2 year practice review.
5. None of the above may be taken to mean that any work coming into Chambers in the name of a barrister can be redirected elsewhere for fear that the junior tenant is becoming over-specialist too soon.

Important information

Please complete and return this application form (enclosing the Equal Opportunities Monitoring Form) to the Emily Smith, HR & Administration Manager, St Philips Chambers, 55 Temple Row, Birmingham B2 5LS or by e-mail to: pupillage@st-philips.com.

The opening date for applications is Wednesday 1st April 2015.

The closing date for applications is Thursday 30th April 2015.

Acknowledgement of receipt of application form

We will acknowledge receipt of your application; usually within a week. Please contact us if you do not receive this. If you do not receive confirmation from us, your application has not been received and will not be progressed.

Selection for Interview

We will be running two Pre-interview selection evenings in Chambers which will take place **on Wednesday 17th and Thursday 18th June 2015**. If you are invited to a selection evening you are required to attend if you wish to be considered for an interview.

Interview stage

Interviews will take place on Saturday 11th July 2015 at St Philips Chambers in Birmingham. Following a tour of St Philips Chambers, each interviewee will complete a Visual Accuracy assessment. First interviews will take place in the morning before a panel of the Pupillage Committee commencing from 8.30 am until approximately 12.30 pm. Each first interview will last for up to 20 minutes, in the course of which candidates will be asked about one or more of the legal problems that will have been sent out with the invitation to attend for interview. All candidates will be invited to attend Chambers at around 1.00 pm and will then be advised whether they will progress through to the second round of interviews or not. The second interviews will take place in the afternoon before all members of the Pupillage Committee who are present.

Offers of pupillage

Offers of Pupillage will be made in line with the Pupillage Gateway timetable for 2015.

Equal Opportunities Statement

St Philips Chambers is committed to ensuring that all applications are considered on their merits irrespective of sex, race, religion, sexual orientation, disability or age.

We monitor all stages of our recruitment procedure to try to eliminate discrimination.

We would encourage you to complete and return the Equal Opportunities Monitoring Form (located at the end of the application form) so that we can monitor our performance.

This Equal Opportunities Monitoring form will not form part of the selection process.

Personal information

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|--|---|
| Forename: | |
| Surname: | |
| Other Names: | |
| Preferred Name: | |
| Address for all correspondence | |
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| | |
| Post Code: | |
| Telephone Number: (including area code) | |
| Mobile Number: | |
| Email Address: | |
| How would you prefer to be contacted: (please circle one) | Telephone Mobile Email Post |
| Please indicate details of any special requirements you may have at interview | |

Qualifications and Education

Please give us details of your academic qualifications (GCSEs/O levels/equivalent; A levels/equivalent; degree/s). Grades must be given for all qualifications

| School/College/University attended | Type of Qualification | Date | Subject | Grade |
|------------------------------------|-----------------------|------|---------|-------|
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Please continue on a separate sheet if necessary

If you do not have A Levels, but have some comparable qualifications, you must provide details of the qualifications and how it and your marks and grades can be compared with A Levels. Identify a website or other source, ideally independent of the examining body that provides such comparisons. If you do not provide this information, it is very likely your application will not be progressed.

Other Qualifications and Experience

Please state (with dates) any other qualifications and/or experience (including Mini Pupillages) that support your application

| Date/s | Qualification/Experience/Employment (with name of employers/Mini Pupillage providers etc) |
|---------------|--|
| | |

Please continue on a separate sheet if necessary

Additional information

Tell us about yourself, including voluntary work, activities, special interests and hobbies

Please continue on a separate sheet if necessary

Please include details of any other relevant skills (including knowledge of foreign languages) and personal attributes etc, which you believe make you suitable for Pupillage at St Philips Chambers and a career as a Barrister

Please continue on a separate sheet if necessary

References

Please give details for two referees and instruct how you wish us to contact them

Referee 1

| | |
|---|--|
| Title: | |
| Name: | |
| Capacity in which they know you: | |
| Address for Correspondence: | |
| | |
| | |
| | |
| Post Code: | |
| Telephone Number: | |
| Email Address: | |

Referee 2

| | |
|---|--|
| Title: | |
| Name: | |
| Capacity in which they know you: | |
| Address for Correspondence: | |
| | |
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| | |
| Post Code: | |
| Telephone Number: | |
| Email Address: | |

Formal questions

Please delete as applicable

| | | |
|---|------------|-----------|
| 1. St Philip's has been awarded BarMark accreditation and members of chambers are expected to comply with our BarMark requirements, which include being aware of the contents of and complying with the Bar Council's Equality Code for Chambers. Are you willing to comply with such requirements? | Yes | No |
| 2. Have you ever been convicted of any criminal offence, including spent convictions and drink driving matters, but excluding minor motoring offences? | Yes | No |
| 3. Are any such proceedings pending or, so far as you are aware, likely to be taken? | Yes | No |
| 4. Have you ever been declared bankrupt, or disqualified from being a director of a company? | Yes | No |
| 5. Have you ever been found guilty by the Bar Council, or any other professional body, of professional misconduct? | Yes | No |
| 6. Are any such proceedings pending or, so far as you are aware, likely to be taken against you? | Yes | No |
| 7. Is there any legal reason that might prevent you from taking up Pupillage and working in the UK | Yes | No |

If you have answered "yes" to any of the questions 2 to 7, please provide details:

Have you previously applied for Pupillage with St Philips Chambers

Please tell us if you have applied to St Philips Chambers for Pupillage, by ticking the relevant boxes below:

(Please tick)

| | |
|------------|--|
| Yes | |
| No | |

If you have answered "Yes" please tell us when you have applied to us:

(Please tick)

| | |
|-------------|--|
| 2015 | |
| 2014 | |
| 2013 | |
| 2012 | |
| 2011 | |
| 2010 | |

EQUAL OPPORTUNITIES MONITORING FORM

Please tick the boxes or add your own statement as appropriate and return this form with your application. This information is not part of your application and will not be used in any part of the selection process.

Ethnic origin

White

- British
- Irish
- Scottish
- Welsh

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please state)
...

Black or Black British

- Caribbean
- African
- Any other Black background (please state)
...

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please state)
...

Chinese or other ethnic group

- Chinese
- Any other (please state)
....

Age

- 16-25
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

Religion

- Baha'i
- Buddhist
- Catholic
- Christian Other
- Church of England
- Hindu
- Jewish
- Muslim
- Parsi
- Rastafarian
- Sikh
- None
- Other (please state)
...

Gender

- Female
- Male

Sexual Orientation

- Bi-Sexual
- Gay/Lesbian
- Heterosexual

Disability

St Philips Chambers welcomes applications from people with disabilities and aims to be supportive in their employment. We will be pleased to consider any special requirements, reasonable resources or facilities when applying to or working for us.

Do you consider yourself to have a disability? Yes No

(Under the Equality Act 2010 a disability is defined as physical, sensory or mental impairment, which has, or had, as substantial and long-term adverse effect on a person's ability to carry out normal day to day activities)

Please indicate on your application form details of any special needs you may have in taking up the post for which you are applying.