

Guidance Notes

These notes provide guidance for completing the Pupillage Application Form for pupillage in 2019 - 2020.

For information on, and a timetable of, the selection process, please refer to the document entitled Selection Process. For details of the criteria that will be used by the Pupillage Committee to select candidates, please refer to the document titled Selection Criteria.

The documents referred to above (including the Pupillage Application Form) are available on the web site at <http://www.tanfieldchambers.co.uk/people/recruitment>

Guidance

- The word counts stated in the application form are limits and not targets.
- Where a question requires you to provide a specific number of examples, you will be penalised for providing more than this number.
- Completed application forms should be emailed to pupillage@tanfieldchambers.co.uk.
- Any application form for pupillage beginning in 2018 that is received after 4pm on Friday 10 February 2017 will not be read or considered. An application form will be considered to have been received at the time it arrives in the message Inbox at the above email address.
- You are asked to complete the optional Diversity Monitoring Questionnaire that is available on Chambers' web site along with the pupillage application form. The information provided by you on this questionnaire will be held confidentially by Chambers' Diversity Data Officer (or another member of the Equal Opportunities Committee) in accordance with the Bar Standards Board Guidance on Diversity Data Collection Rules. The information will not form any part of your application for pupillage; please see the information box on page 1 of that form for further information.
- Chambers regrets that it is unable to provide feedback to candidates.
- In completing the application form please have regard to Selection Criteria. In particular, the form will assist us in assessing intellectual achievement, effective communication, and Motivation.

If you have any queries about these guidance notes, the selection process, or the selection criteria, and if these queries are not covered within the documents available on Chambers' web site, please email pupillage@tanfieldchambers.co.uk.

Pupillage Committee
November 2017