



# 9 GOUGH CHAMBERS

## **Guidance for Applying to 9 Gough Square for Pupillage**

Each year, we receive hundreds of applications for pupillage. It is very difficult to choose whom to interview from such a large number. Your answers to the questions on the application form are therefore very important to us.

### **The Year(s) for Which You Are Applying**

Within the current application round, we are inviting candidates for pupillage commencing in 2022 and pupillage commencing in 2023. You may apply for both or for one year only. Please indicate for which years you are applying by ensuring that the relevant check boxes are checked near the top of the first page of the application form. Whichever year(s) you are applying for, the rest of the form and questions are the same. If you are applying for both years you only need to complete and submit one form.

### **The Application Form Generally**

Some sections of the form have word limits. Please observe those limits strictly. Anything over the word limit will not be considered. At the same time, do not think that you must use the full number of words; if you can fully answer the question more concisely, please do so.

The questions on the second page have boxes into which you should type your answers. On some computers the boxes may not automatically expand as you type, so please manually expand the size of the boxes if required.

We are interested in the content of your answers. How you present them is a matter for you. In certain circumstances (such as in listing competitions or some achievements) bullet points are acceptable.

### **The Questions**

**Education, employment and legal experience.** Please complete the tables setting out your educational/academic qualifications, significant periods of previous employment and also information about mini-pupillages, vacation schemes, marshalling, etc. in which you have been involved. Please feel free to add rows to the tables if necessary.

**Why do you want to practise as a barrister in a common law set?** You have 350 words to answer this question. We are offering common law pupillages to candidates who wish to practise in all of our main areas of work, and would like to know why that appeals to you.

**Please give details of your advocacy and legal experience (such as mooting, mock trials, debating, public speaking, voluntary work, advisory experience, etc.).** You have 400 words to answer this question. The ability to speak publicly and convince others is a key skill for a barrister so we want to hear about your relevant experience. Additionally we are interested in your legal or quasi-legal experience, your ability to deal with people and your motivations.

**Additional details.** This is your opportunity to tell us anything in support of your application which has not been covered by one of your other answers, or which explains something elsewhere on your form. There is no word limit on this section (in case of numerous or complicated issues), but please keep your answer to a reasonable length.

### **Submitting Your Application Online**

After completing your application form, please go to <http://www.9goughchambers.co.uk/pupillage.html>.

So that we may separate your personal details from the content of your application form, the online application process has two sections. The first section contains your personal information, which we use to contact you. The second section is the application form, which is the substantive part of your application, containing your answers to our questions and detailing your skills and experience. Your personal information, as well as the names and e-mail addresses of your referees, are inputted into our online form. You may then upload your application form and submit your application.

Important points to note.

- We do not use the Pupillage Gateway submission system, but we are obliged to comply with the Pupillage Gateway timetable. Thus you will be able to submit your application from 5 January 2022. The deadline is 2pm on 9 February 2022.
- Your application form must not contain your name or personal details (save insofar as such details may be relevant in support of your application).
- Please ensure that the header remains unaltered.
- Your application form must be uploaded in .doc or .docx format. If you are using an Apple computer, please ensure that your form is saved as a Word (not Pages) document.

On submission of your application, you should receive a confirmation e-mail from us.

### **References**

We ask that you nominate two referees whom we may contact for references in support of your application. Please submit the name and e-mail address of each of your referees on the online application form. We ask that at least one of your referees be an academic referee if possible. Whilst we hope that it goes without saying, please inform each of your referees before you name him/her that you are submitting his/her name to us for the purposes of your application.

Your referees will be contacted if you progress to the second round. In those circumstances, we shall e-mail each of your referees with a request that he/she provides a reference.

If there are any difficulties regarding your referees, please contact us by e-mail.

### **Equality and Diversity Data**

After submitting your personal details and your application form, you will be asked to complete an equality and diversity ("E&D") monitoring form. We are committed to equality of opportunity and pride ourselves in our serious and robust commitment to ensuring that no candidate is at a disadvantage because of his or her background.

As well as using the E&D data to monitor our success at attracting applications, we are required by the Bar Standards Board to publish diversity data. Diversity data in relation to any characteristic where there is a real risk that individuals could be identified (where fewer than 10 people have that characteristic) will not be published.

The E&D form is not part of your application. It is for monitoring purposes only. Your responses will be anonymised and stored confidentially and securely. The legal profession is committed to increasing diversity at the Bar and your answers will help to measure its success. We do recognise, however, that the questions can appear very personal and intrusive and you don't have to answer them.

Please note that the first option in each category is selected by default, so if you do not wish to complete a question you must actively select the 'prefer not to say' option.

### **Data Protection**

We collect and store the information you provide within your application for the purposes of assessing and selecting interview candidates and pupils, for administering our pupillage process this year and in future years and also for compliance with our statutory and professional obligations. We limit the number of personal details we collect.

After each application round, once all offers of pupillage have been made and accepted, we shall retain for two years the name and application index number of each applicant (but no other personal details, such as contact details), application forms and marking details. Any hard copy documents will be destroyed. After the two years, all retained information will be deleted.

By submitting your application you give your consent to us to hold and process the data contained therein in the ways and for the purposes set out above and for such other purposes as permitted by data protection law. If you require further information about our use of your data, please contact us before submitting your application.

## **The Process**

Our application process comprises two rounds. In the first round, a number of candidates will be invited to interview. First round interviews will take place on Saturday 19<sup>th</sup> March 2022. A smaller number of candidates will then progress to the second round. Second round interviews will take place on Saturday 9<sup>th</sup> April 2022. Please note the dates now. Reasonable accommodation will be made if you are genuinely unable to attend in spite of this advance notice.

At present we anticipate that interviews will take place in person, but that is subject to review in light of Government guidance and the developing situation regarding COVID-19. Again, reasonable accommodation will be made if you have a good reason for being unable to attend in person.

## **Queries or problems**

If there is a part of the process about which you are unsure, or if something goes wrong, please e-mail [pupillage@9goughchambers.co.uk](mailto:pupillage@9goughchambers.co.uk) and we shall try to help.

December 2021