**Outer Temple Chambers**

Please complete this form with as much relevant information as possible, taking account of what you know about Outer Temple Chambers and the areas of law in which we practise. Please do not feel compelled to fill all the space in every box. Only include information which you think we will find important.

Applications for mini pupillage must be received by the closing date (which is available on our website) Applications should include an email address and telephone number. If we are unable to contact you easily your application may be rejected.

Outer Temple Chambers strives to ensure that applicants are treated fairly and are offered a mini pupillage solely on the basis of their suitability for Chambers. We wish to monitor all stages of our recruitment procedure to ensure that no unfair discrimination is taking place. To this end for our short-listing process Page 1 (which includes your personal information) will be separated from the rest of your application which will be given a reference number. The equal opportunities monitoring form will also be separated from your application when we receive it. This form will be used solely for statistical purposes and although it is optional, we would be grateful if you could complete this. Please ensure that your name is not included on this page.

Please do not send a covering letter or CV with this application form. Any which we do receive will not be considered.

If you have a disability and you would like to discuss your situation in confidence, please contact our HR & Regulatory Manager, Asia Gibbs on 020 7353 6381 or by email (below). This will not affect your application.

Please send your application by email by the closing date to: [pupillage@outertemple.com](mailto:pupillage@outertemple.com).

Further information about Outer Temple Chambers can be found on our website: [www.outertemple.com](http://www.outertemple.com).

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**Outer Temple Chambers**

**Part 1: Reference (for OTC use)**

**Personal Details**

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| **Title:** |  |
| **First Name:** |  |
| **Surname** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **Name** |  |

# How did you hear about us?

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| LawCareers.Net Handbook 2021 |  | Chambers’ website |  |
| Chambers Student |  | Other (please provide details below) |  |
| Word of mouth |  |  | |

# Which of the following describes your current situation? (Please tick as appropriate)

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| Law degree (penultimate year) |  | Other postgraduate course |  |
| Non-law degree (final year) |  | Full time employment |  |
| Law degree (final year) |  | Gap year |  |
| GDL |  | Other (please provide details below) |  |
| BPC |  |  |

# Mini pupillage availability

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| Please indicate the advertised mini pupillage week being applied for: |  |

# Intention to apply for pupillage?

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| **If you intend to apply for pupillage, please indicate your envisaged starting year:** |  |

**Declaration**

By entering my full name below:

1. I declare that the contents of this form are true and accurate to the best of my knowledge and belief.
2. I understand that you will need to process my personal data for the purposes of dealing with this application, that the information will not be kept any longer than is necessary for these purposes and that it will be processed in accordance with Chambers’ Privacy Policy which has been made available to me.
3. I understand that any information I choose to provide in the Equality & Diversity Monitoring Form will be recorded and used for the purpose of monitoring and for statistical purposes.

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| **Full name:** |  |
| **Signature (please type or sign):** |  |
| **Date:** |  |

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| **Outer Temple Chambers**  **Part 2: Reference (for OTC use)**  **Education and qualifications** |

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| **School and Further Education** (include GCSE and A-level (or equivalent) results) | | | | |
| **Name of institution** | **Dates attended** | **Date attained** | **Qualification and subject** | **Grade** |
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| **Higher Education** (include all undergraduate, postgraduate and overseas study)   * *For each qualification please set out the breakdown of exam marks and grades for each subject studied.* * *If you have not yet completed your qualification please list results to date and predicted grades (if known).* | | | | |
| **Name of institution** | **Dates attended** | **Date attained** | **Qualification and subject** | **Grade** |
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| **Legal professional qualifications** (if applicable – including the GDL and BPTC/BPC)   * *For each qualification please set out the breakdown of exam marks and grades for each subject studied.* * *If you have not yet completed your qualification please list results to date and predicted grades (if known).* | | | | |
| **Name of institution** | **Dates attended** | **Date attained** | **Qualification and subject** | **Grade** |
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| **Call to the Bar** (if applicable) | |
| **Date of call:** |  |
| **Inn of Court:** |  |

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| **Other Qualifications, Professional memberships, Awards, Scholarships or Prizes** | | |
| **Date attained** | **Details** | **Grade/Level (if applicable)** |
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| **Legal and non-legal employment, voluntary work and work experience (including mini pupillages)** |

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| **Current or most recent employment/voluntary work/work experience** (if appropriate) | |
| **Employer name:** |  |
| **Employer address:** |  |
| **Job title:** |  |
| **Dates:** |  |
| **Brief description of duties and responsibilities:** |  |

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| **Next most recent employment/voluntary work/work experience** (if appropriate) | |
| **Employer name:** |  |
| **Employer address:** |  |
| **Job title:** |  |
| **Dates:** |  |
| **Brief description of duties and responsibilities:** |  |

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| **Other previous employment/voluntary work/work experience** (please list most recent first) | | |
| **Dates** | **Employer/Chambers/organisation** | **Position/job title** |
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| **Experience and relevant skills** |

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| **Please set out in 150 words or fewer why you have applied to Outer Temple Chambers for a mini pupillage.** |
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| **We receive many more applications for mini pupillage than we can accommodate. In 300 words or fewer persuade us why we should offer you a place on our mini pupillage course. In answering this question, you should reference how your relevant experience and skills make you a suitable candidate. Please feel free to use bullet points.** |
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| **Any other relevant information (including extenuating circumstances)** |

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