

Mini Pupillage Application Form – Spring 2012



PERSONAL DETAILS – please print clearly – if you are completing this on a PC, you will only be able to type in the grey boxes

First Name/s:	Surname:
Home Address:	E Mail Address:
Main Contact Number:	Alternative Contact Number:

Educating Bodies

Name of School/College(s) Attended:	Name of University/ies Attended/ing:
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The remainder of this page is intentionally blank so as to allow anonymising of applications.

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Secondary Education (GCSE and A Level or equivalent) – please enter all subjects individually

Attended From:	To:	Subject and Grade Achieved:

Further Education – please enter all subjects/modules individually

Attended From:	To:	Subject/Module	Grade Achieved/Predicted

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Training Courses Undertaken

From:	To:	Course Title

Mini Pupillages/Shadowing Undertaken

Attended From:	To:	Set/Barrister/Judge's Name	Specialist Area Observed

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Paid/Voluntary Work Experience

Please only use this section to highlight work experience that you feel would be pertinent to your application

Employed From:	To:	Employer/Organisation	Role	Pertinent Skills Learned

Personal Statement

This should include why you have applied to Doughty Street Chambers for a mini pupillage (please try not to use more than 500 words)

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Is there any other information you would like to make us aware of?

At the time of completing this application form, I believe all of the information supplied to be accurate and concise. I understand that if I provide incorrect information, or omit relevant information, this may jeopardise my application. Please tick the box to accept these terms:

Name:

Date:

As mentioned on our web page, in order to continue to develop the interest and skills of all work experience students, we request your permission to use your anonymised application for training exercises for work experience students.

If you do not wish us to use your application in this way, please tick this box.

This will not affect your application in any way.

Data Protection and Use of Personal Data

Your applications will be accessed by our administration team throughout the selection process. Your core contact information will be stored on our network in the form of a spreadsheet to allow us to monitor this process effectively.

Irrespective of whether your application is successful, and you have agreed to allow your application to be used for training purposes, we will securely destroy the first sheet containing personal data and retain the remaining information for training purposes for a 6 month period once the selection process has been completed. Your application will then be confidentially stored for a period of one year, and destroyed securely.

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If you have not agreed to your application being used for training purposes, we will destroy the first sheet containing personal data and retain the remaining information in confidential storage for an 18 month period, and this will then be destroyed securely.

All equal opportunity documentation will be logged electronically on receipt and the information scanned and stored electronically on our secure server for a period of one year. This will then be deleted. This information will not be attached to your application.

Thank you for your application. Please follow the instructions on our website as to how to submit this form to us.

