

FIXED TERM TENANT - APPLICATION FORM

Strictly confidential

Vacancy applied for: **Fixed Term Tenant (Employment and Discrimination Team)**

Closing Date: **12 noon on Monday 6 September 2021**

Please read the notes below before completing the application form

Firstly, thank you for showing interest in this vacancy;

Doughty Street Chambers is a buoyant and cutting-edge set, renowned for and committed to defending freedom and civil liberties. We have a truly national and international profile across our wide range of practice in criminal law, civil law, administrative and public law, international law, and human rights. Since our foundation in 1990, our aim has been and will always be, to improve access to justice and to promote human rights and civil liberties through the law. Founded by fewer than 30 barristers, we have grown to become one of the largest sets in the country with over 160 members, of whom 32 are Queen's Counsel, and we have established chambers in Manchester and London.

Shortlisted candidates will be invited to attend an interview. Chambers will meet as soon after the interviews as reasonably possible to decide on offers of tenancy or fixed term tenancy. Shortlisted candidates will be asked to prepare a 5-minute case presentation to deliver to the interview panel, based on a brief that we will provide half an hour in advance of the interview.

Please fill out this form by typing into the text fields. In addition, please provide:

- copies of your aged debt report, current diary, and payment summaries and work-done reports for the last twelve months; and
- a written submission prepared by you that evidences your written advocacy ability (redacted, where necessary).
- a business plan, as outlined on page 7.

The Management Board will make the final decision and they will meet as soon after the interviews as reasonably possible. Successful applicants will be granted tenancy in Chambers for a fixed term of two years.

Please also include references from your Pupil Master including confirmation of pupillage dates plus at least one Solicitor (Defence or Prosecution). Additional references may also be included.

You may wish to take some time to read the form through, before filling in the detail. We do not require a curriculum vitae as this form, when completed, will contain all the necessary information. **Please return the completed application form to recruitment@doughtystreet.co.uk**

Position

Date from / to

Areas of Practice

Last 12 months' **Receipts** £

Aged debt at/...../..... £

Last 12 months' **Work Done** £

Please describe the major cases & list the solicitors who have instructed you. Also, indicate the split in your practice between publicly and privately funded work.

Career History (cont'd)

Chambers / Employer

Position

Date from / to

Areas of Practice

Please describe the major cases & list the solicitors who have instructed you, also indicate the split in your practice between publicly and privately funded work.

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General

What strengths and weaknesses do you have as a barrister?

Strengths

Weaknesses

What will Doughty Street Chambers gain from having you as a fixed term tenant?

What plans do you have for developing your practice?

Please evidence your commitment to your continuing professional development?

Please use this section to add any further supporting information you would want to be considered.

Throughout the process candidates are assessed against the following criteria:

- A high level of intellect and ability as an advocate (written and oral)
- Exceptional relevant legal expertise and ability
- A demonstrable commitment to civil liberties and human rights
- Ability to develop a reliable client base and maintain client relations
- Ability to effectively market and develop both own practice and promote Chambers as a whole
- Expertise and ability which is complimentary to one or more of Chambers' practise areas with the potential for future diversity of practice
- Ability to make appropriate level of financial contribution to Chambers

Please include an additional page, if necessary.

Have you been, or are you currently subject to any investigation by the Bar Standards Board about your professional conduct?

GUIDELINES FOR DEVELOPING A PERSONAL BUSINESS PLAN

PROCESS

Please prepare a Personal Business Plan covering the points set out below.

POSITIONING YOURSELF

- Where are you now?
- Where do you want to be?
- How will you get there?
- What will help you get there?
- What might get in the way of you “getting there” and what can you do about it?

CLIENTS

- Who are your clients?
- Who do you want your clients to be?
- How will you get the clients you want?

TYPES OF WORK

- What types of work do you do?
- What types of work do you want to do?
- How will you get that work?

RESOURCES

- What resources do you need to support our practice?
- Do you have access to those resources and, if not, how will you get access?

PEOPLE

- To which DSC people do you need access in order to develop your practice?
- Do you have access to those people and, if not, how will you get access?
- What gaps, if any, are there in the DSC service offering which might be necessary to develop your practice?

COMPETITION

- Who is your competition?
- In what ways might they be better than you?
- What can you learn from them?

UNIQUE SELLING POINT

- What is unique about your practice and service offering?
- What do clients value about you?
- Do you know what your clients want/need?

FINANCIAL

- Provide an analysis of your current financial performance by completing the table below.
- Suggest your targeted levels of earnings by completing the table below.
- Explain what you will need to do to move from your current actual to your targeted levels.

ACTUAL						
	RECEIPTS		WORK DONE		BILLINGS	
	<i>Current 12 months</i>	<i>Previous 12 months</i>	<i>Current 12 months</i>	<i>Previous 12 months</i>	<i>Current 12 months</i>	<i>Previous 12 months</i>
ACTUAL						
TARGET						
	RECEIPTS		WORK DONE		BILLINGS	
	<i>In one year's time</i>	<i>In three years' time</i>	<i>In one year's time</i>	<i>In three years' time</i>	<i>In one year's time</i>	<i>In three years' time</i>
TARGET						

By providing the information contained within this application you are consenting to its use for processing your application. I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading I will be liable to have my fixed term tenancy terminated by Doughty Street Chambers.

Name:	Date:

Please note the following data will be removed from your application prior to forwarding to the short listing panel and is for monitoring purposes only.

Diversity Monitoring Questionnaire

Doughty Street Chambers wishes to ensure that we are able to recruit, develop and retain the most talented barristers, pupils and staff to our chambers. We value the diversity of backgrounds, skills and experiences found in our chambers, and actively promote an inclusive culture where all our members and staff are able to flourish. As part of meeting our commitments to equality and diversity, our chambers collects and analyses statistical information on all those who apply for positions with us. This enables us to ensure that we continue to attract and select applicants on the basis of their talent and their potential to succeed.

The information that you are asked to provide in the section below will be treated in the strictest of confidence. The information requested covers those areas covered in the BSB's Equality Rules and Guidance. It will be held confidentially by the Diversity Data Officer and will be used solely for statistical monitoring purposes.

You are not obliged to answer all or any of the questions but in providing this information you will help us to ensure that our recruitment is fair and objective to all.

Please use a tick box below to indicate whether you are:

Male Female

From the list of age bands below please tick a box to indicate the category that includes your current age in years:

Under 25 25-34

35-44 45-54

55-64 65 +

What is your ethnic group? Choose one of the groups below to indicate this (please tick one box only):

White		Black/African/Caribbean/Black British	
British/English/Welsh/Northern Irish/Scottish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>	Any other Black/Caribbean/Black British Background	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>		
Mixed		Asian or Asian British	
White/Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White/Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White/Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Other mixed	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
		Any other Asian background	<input type="checkbox"/>
Other ethnic group			
Arab	<input type="checkbox"/>		
Any other ethnic group	<input type="checkbox"/>		

Do you consider yourself to have a disability?

(The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial long term, adverse effect on his or her ability to carry out normal day-to-day activities. 'Long term' means that the impairment is likely to or has lasted for 12 months or more).

Do you consider yourself to have a disability according to the definition above?

Yes

No

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes, limited a lot

Yes limited a little

No

If you would like to discuss any reasonable adjustments to the recruitment process please contact the Head of Facilities on 0207 404 1313, or t.munduru@doughtystreet.co.uk.

What is your sexual orientation?

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

What is your religious belief?

No religion or belief

Buddhist

Christian (all denominations)

Hindu

Jewish

Muslim

Sikh

Any other religion

What is your socio-economic background?

If you went to university (to study a BA, BSc course or higher) were you part of the first generation of your family to do so?

Yes

No

Did not attend
University

Did you mainly attend a state or fee paying school between the ages of 11-18?

State Fee paying

If you attended a fee paying school, did you ever receive any kind of financial award to cover 50% or more of the school fees?

Yes No

Do you have caring responsibilities?

Are you a primary carer for a child or children under 18?

Yes No

Do you look after or give any help or support to family members, friends neighbours or others because of either:

Long term physical or mental ill-health/disability
Problems related to old age

(Do not count anything you do as part of your paid employment)

No Yes, 1-19 hrs a week

Yes, 20-49 hrs a week Yes, 50 or more hrs
a week

Data Protection and Use of Personal Data

Your application will be assessed by a relevant recruitment panel throughout the selection process, always being kept confidential. On receipt of your application, you will be allocated a candidate reference number which will be placed on all pages of your application and used as your key identifier throughout the process.

Your diversity monitoring questionnaire will be removed from your application and stored separately in a secure location by the Diversity Data Officer. If your application is successful, your application will be kept on your personnel file securely, both in hard copy and electronic format. If your application is not successful, the application will be confidentially stored for a period of one year, and destroyed securely.

Your anonymised diversity monitoring questionnaire will be analysed by the Diversity Data Officer and reviewed by Chambers Equality and Diversity Officer. The hard copy will be securely disposed of after a period of six months.

If you wish to discuss any aspect of this application form in confidence, please contact Isi Onwukwe-Anyadike, Secretariat/HR Executive.