# EMPLOYMENT TEAM - TENANCY APPLICATION FORM

**BARRISTERS OF UNDER 5 YEARS’ CALL**

##### NOTES

**Please read these notes before completing this application form**

Shortlisted candidates will be invited to attend an interview. Tenancy applications are considered by the Management Board at the next meeting following an interview.

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

* copies of your aged debt report, current diary, and payment summaries and work-done reports for the last 3 years;
* a written submission prepared by you that evidences your written advocacy ability (redacted, where necessary); and
* a **Business Plan** that evidences your approach to transitioning your practice to and building it at Doughty Street.

When you have finished, please email these to Olivia Scott at m.dembovsky@doughtystreet.co.uk.

Please note that we do not accept covering letters or CVs and any that we do receive will not be considered. If you wish to include professional references please add them to the end of your application.

Our recruitment process includes sharing – in confidence – information about candidate applications to all Members of Chambers.

## PERSONAL DETAILS

### Full name

**Address**

**Telephone**

**Mobile**

**Email**

**CURRENT CHAMBERS / FIRM**

Organisation

Address

Date joined

Position

(tenant/squatter/solicitor, etc.)

Date called to the Bar (month/year)

BVC Grade

Inn

# Pupillage (if relevant)

**1st six pupillage**

Chambers

Address

Supervisor

Dates

**2nd six pupillage**

Chambers

Address

Supervisor

Dates

EDUCATION AND QUALIFICATIONS

### GRADUATE / POSTGRADUATE

**Dates University Attended Qualification (subject / level / grade)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Training & Development

(Please give details of relevant training courses attended/ vocational qualifications achieved)

**Dates Course title Course Provider / qualification**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

You may continue on one A4 sheet if necessary

**CAREER HISTORY**

(Please put most recent first, excluding Pupillage and Education)

###### Dates Chambers/Employer Position & responsibilities

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Membership of Professional Bodies

**Organisation Position held**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### Publications

(Please put most recent first)

#### Voluntary Work

###### Dates Organisation Position & responsibilities

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

You may continue on one A4 sheet if necessary

**LEGAL SKILLS & EXPERIENCE**

Please give information (without breaching confidentiality) to illustrate your legal practice and experience. In particular, you should: describe the major cases you have done, list the solicitors who have instructed you; indicate which solicitors you believe would follow you if you joined Doughty Street Chambers; indicate the split in your practice between publicly and privately funded work; and describe how you see your practice developing. You may supply as much supporting information as you wish.

You may continue on no more than two A4 sheets if necessary

**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** |
|  | *Current 12 months* | *Previous 12 months* | *Current 12 months* | *Previous 12 months* | *Current 12 months* | *Previous 12 months* |
| **ACTUAL** |  |  |  |  |  |  |
| **TARGET** |
|  | **Receipts** | **Work Done** | **Billings** |
|  | *In one year’s time* | *In three years’ time* | *In one year’s time* | *In three years’ time* | *In one year’s time* | *In three years’ time* |
| **TARGET** |  |  |  |  |  |  |

# SUPPORTING INFORMATION

Please add any other information in support of your application. You should also address issues such as what you would gain from joining Doughty Street Chambers and what Chambers would gain from having you as a member. You will be aware that Chambers has at its core a commitment to civil liberties and human rights; how can you demonstrate that you share that commitment?

You may continue on one A4 sheet if necessary

##### FINANCIAL & DIARY INFORMATION

##### Please provide the following financial information if relevant:

Income for calendar year 2017 (gross receipts net of VAT) £

Income for calendar year 2016 (gross receipts net of VAT) £

Income for calendar year 2015 (gross receipts net of VAT) £

Current aged debt £

*Please supply a copy of your current aged debt.*

Please provide a copy of your diary for the last 12 months and the coming 12 months

In your interview you will be asked to (i) explain key year to year variances and (ii) provide projections for the coming two years in relation to each of the following areas:

* Payments
* Work Done
* Aged Debt
* Funding Sources of Work
* Key Clients
* Practice Areas
* Diary Commitments going forward

##### REFERENCES

Have you previously applied to join Doughty Street Chambers? Yes [ ]  No [ ]

#### Please indicate type of application: Pupillage [ ]  Fixed Term Tenancy [ ]  Tenancy [ ]

#### Please indicate the year in which the application was made.

#### Please give the names of any members of Doughty Street Chambers who know of your work. We will inevitably wish to consult them whilst considering your application.

#### Please give the names and addresses of at least three referees, one of whom should be a solicitor who has instructed you, another a barrister with whom you have worked and another a member of the judiciary. We may wish to contact one or more of your referees before making the decision to offer you an interview; we shall not do so, however, without your prior permission. You may also include written reference with your application, should you so wish.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Name |  | Name |  |
|  |  |  |  |  |  |
| Address |  | Address |  | Address |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tel: |  | Tel: |  | Tel: |  |
|  |  |  |  |  |  |

**DISCIPLINARY ACTION**

Has any action been taken against you by the Bar Council in the last two years or is any action pending?

 Yes [ ]  No [ ]

If yes, please give details:

##### REGULATORY

Please confirm the following:

Do you hold a current Practising Certificate? Yes **[ ]**  No **[ ]**

Is your Bar Mutual Professional Indemnity Insurance current? Yes **[ ]**  No **[ ]**

Is your Information Commission Office registration current? Yes **[ ]**  No **[ ]**

Are your VAT and Tax submissions current? Yes **[ ]**  No **[ ]**

##### DECLARATION

I declare that to the best of my knowledge the information provided on this form is correct.

## Signature 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 | [ ]  | Caribbean | [ ]  |
| Irish | [ ]  | African | [ ]  |
| Gypsy or Irish Traveller | [ ]  | Any other Black/Caribbean/Black British Background | [ ]  |
| Any other White background | [ ]  |  |  |
|  |  |  |  |
| **Mixed** |  | **Asian or Asian British** |  |
| White/Black Caribbean | [ ]  | Indian | [ ]  |
| White/Black African | [ ]  | Pakistani | [ ]  |
| White/Asian | [ ]  | Bangladeshi | [ ]  |
| Other mixed | [ ]  | Chinese | [ ]  |
|  |  | Any other Asian background | [ ]  |
|  |  |  |  |
| **Other ethnic group** |  |  |  |
| Arab | [ ]  |  |  |
| Any other ethnic group | [ ]  |  |  |

**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 or on 0207 404 1313, or c.jagne@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 Mia Hakl-Law, Director of HR and Operations.