

GUIDANCE NOTES AND IMPORTANT INFORMATION FOR MINI PUPILLAGE

How to apply

1. All applicants are first required to complete our Equal Opportunities monitoring survey which can be found at <https://www.smartsurvey.co.uk/s/MINIPUPILLAGE2021/>
2. Once you have completed the survey, please send us your CV and a covering letter, saved and sent as a PDF file.
3. Email your PDF as an attachment to officemanager@stjohnschambers.co.uk
4. In the subject line of your email ensure that you put the words **Mini-Pupillage Application 2021**
5. An acknowledgment of receipt of your application will be sent to you.
6. All applications are then redacted and sent for assessment.

Assessment stage

1. Redacted applications will be reviewed by one of two barristers.
2. All candidates, successful or otherwise, will be contacted by chambers.
3. Simultaneously, the Diversity Officer will be tracking applications, including those under the Bar None scheme, and reporting on statistics.