

## GUIDANCE NOTES AND IMPORTANT INFORMATION

The opening date for applications is Wednesday 3<sup>rd</sup> January 2024 at 11 am.

The closing date for applications is Wednesday 7<sup>th</sup> February 2024 at 2pm.

### How to complete this form

You can save the application form as you go along as a Word document. When you have completed the form:

1. **You must save and send it as a PDF file.**
2. Email your application as an attachment to [officemanager@stjohnschambers.co.uk](mailto:officemanager@stjohnschambers.co.uk)
3. In the subject line of the email please ensure that you put the words **Pupillage Application 2025.**
4. An acknowledgment of receipt of your application will be sent to you.
5. We encourage all applicants to complete the Equal Opportunities Monitoring survey which can be found at <https://www.smartsurvey.co.uk/s/Pupillage2025/>
6. This survey is recommended by the Bar Council/Bar Standards Board, as it assists our monitoring processes. The monitoring form is not associated with the application and is never seen by the assessors.

### Interview / Offers

First round interviews will take place on 23 March 2024, and second round interviews will take place on 27 April 2024.

Offers will be made to successful applicants (and unsuccessful final-round candidates being notified) from 9:30am on 10 May 2024.

### Equal Opportunities Statement

St. John's Chambers will ensure that each application is considered on its merits regardless of gender, age, race, religion, sexual orientation or disability.

We ask you to complete the Equal Opportunities Monitoring Form to help us to monitor our fair selection and recruitment practice. None of the information contained on the form will form part of our selection process.