**PUPILLAGE APPLICATION FORM**

1. **PERSONAL DETAILS**

Surname: First Name:

Title:

Correspondence Address:

Email Address: Mobile phone no.:

1. **HIGHER EDUCATION – POSTGRADUATE DEGREE**

Course Type/Name: Institution:

Honour Classification/CGPA/Grades: Dates Attended (from/to):

1. **HIGHER EDUCATION – UNDERGRADUATE DEGREE**

Course Type/Name: Institution:

Honour Classification/CGPA/Grades: Dates Attended (from/to):

Briefly describe any extenuating circumstances if applicable:

1. **EDUCATION**

Institution: Dates Attended (from/to):

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| --- | --- | --- | --- |
| **Qualification** | **Subject/Course Name** | **Grade Obtained** | **Date Obtained** |
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1. **OTHER PROFESSIONAL QUALIFICATIONS**

Course Type and Name: Institution:

Class/Grade: Dates Attended (from/to):

1. **SCHOLARSHIPS, PRIZES AND AWARDS (add as many entries as required)**

Awarding Body: Name of Scholarship/Prize:

Date of Award:

1. **RELEVANT EMPLOYMENT HISTORY (add as many entries as required)**

Employer: Date from/to:

Position:

Experience Gained:

1. **MOCK TRIALS, MOOTING, DEBATING OR OTHER FORMS OF PUBLIC SPEAKING**
2. **MINI-PUPILLAGE(S)**

Please list any mini-pupillages undertaken including dates, the name of the chambers/supervising barrister and a brief description of the experience gained.

1. **OTHER LEGAL PLACEMENTS**

Please provide details of any other legal placements undertaken including dates and a brief description of the experience gained.

1. **VOLUNTARY AND/OR ADVISORY WORK**

Please provide details of any relevant voluntary or advisory work including dates and a brief description of the experience gained.

1. **HOBBIES AND INTERESTS**

Please provide details of any hobbies and interests which you believe are relevant to your application (limited to 150 words).

**PUPILLAGE APPLICATION QUESTIONNAIRE**

1. Why do you wish to become a barrister? Please limit your answer to 200 words.
2. What areas of practice are you interested in and why? Please limit your answer to 200 words.
3. Why do you wish to undertake pupillage at Bernacchi Chambers? Please limit your answer to 150 words.
4. What, in your view, are the essential qualities required of a barrister? Please limit your answer to 200 words.
5. What experience and/or skills have you gained that you believe will help in your career as a barrister? Please limit your answer to 200 words.
6. Is there any particular barrister in our chambers you wish to direct your application to and why? Please limit your answer to 200 words.
7. **REFEREES**

Please provide details of two referees, one of which must be an academic reference.

Name:

Address:

Telephone number:

Email address:

Relationship to applicant:

Name:

Address:

Telephone number:

Email address:

Relationship to applicant:

**I CONFIRM THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**

Signed:

(Typed signatures will be accepted)

Dated:

Please note the following important points:

1. You must ensure that you complete this form as fully as possible. We will base our decision as to whether or not to invite you for an interview on the information contained in this form.
2. If you have stated any extenuating circumstances in your application form you may be requested to produce supporting evidence during the interview.
3. Please do not attach a CV or covering letter.
4. When making the application, please attach a copy of your recent photo (for identification purpose only).
5. Incomplete applications will not be considered.
6. Please post your completed application form to **Bernacchi Chambers, 1402 Tower 1, Admiralty Centre, 18 Harcourt Road, Admiralty, Hong Kong**. Please state clearly that this is an application for pupillage.

**Thank you for completing this questionnaire. The information provided will be treated in the strictest confidence.**

1. This policy applies in relation to any application for pupillage, mini-pupillage, or tenancy at Bernacchi Chambers (“**Chambers**”) and during the course of a mini-pupillage, pupillage or tenancy.

**COLLECTION OF PERSONAL DATA**

1. Personal data processed and collected by us includes:
2. personal data collected during the  application process  or during the course of mini-pupillage or pupillage, or from any further correspondence by phone, email or otherwise;
3. personal data collected to enable us to process the aforesaid applications and make a decision; and
4. personal data collected in the course of taking references in support of an application.
5. The personal data collected includes any personal details including name, address, contact details, education and training and prior employment where relevant.
6. Sensitive personal data collected with your consent may include information about medical or health conditions, including whether or not you have a disability for which Chambers needs to make reasonable adjustments; and equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief. You are entirely free to decide whether or not to provide such data and there are no consequences of choosing not to.

**WHY WE PROCESS PERSONAL DATA**

1. We need to process personal data:
	1. to consider and process the application;
	2. to comply with our legal obligations, as to whether the applicant has the right to work in Hong Kong;
	3. to pursue a legitimate interest, e.g. to assess performance, make a decision on the application, take a reference and protect against a legal claim; and
	4. to process special categories of personal data with the data subjects explicit consent e.g. the Equality & Diversity questionnaire and where specific medical and health information has been disclosed to enable us to make reasonable adjustments.

**SHARING OF YOUR INFORMATION**

1. Personal Data collected may be  shared with:
	1. the Pupillage Committee of Chambers or all barristers and employees of Chambers;
	2. solicitors & other third parties where necessary;
	3. professional regulatory bodies such as the Bar Council or the Law Society; and
	4. third parties when taking or providing references.
2. In addition the names of pupils and mini-pupils may be shared with other pupils and mini pupils.

**DATA RETENTION**

1. We will retain personal data for not more than two years after the final determination of the application or completion of pupillage or work shadowing, whichever is longer. After which we will securely destroy your personal data, with the following exceptions:
2. If a pupillage is granted, personal data required will be retained for 10 years or for any period of time when Chambers deem appropriate and you will be informed of the same; and
3. if a tenancy is agreed, personal data required to support the tenancy will be retained for the duration of your tenancy;

**YOUR RIGHTS**

1. You have the right to object to the processing of your personal data for the purposes referred to in this notice; however this will prevent us from considering your application.
2. You also have the right to request a copy of, deletion of or correction of, your personal data, to do so, please email clerk@bernacchichambers.com. However the deletion of your personal data will also prevent us from considering your application.
3. You have the right to lodge a complaint regarding the processing of your personal data with the Privacy Commissioner for Personal Data.

**CHANGES TO OUR PRIVACY POLICY**

1. Any changes we make to our privacy policy in the future will be posted on our website.

**CONTACT**

1. Questions, comments and requests regarding this privacy policy should be addressed to clerk@bernacchichambers.com.