

## NOTES ON COMPLETING THE PUPILLAGE APPLICATION FORM

### Formatting

1. The Pupillage Application Form is a smart PDF. All of the text fields support rich text formatting. As such, you can manipulate text as you would in a normal word processor (e.g. by changing fonts or adding italics).
2. It is also possible to copy formatted text from a Word document into the Application Form.
3. Regardless of font used, all text entered must be size 10 or larger. The recommended font size is 11.
4. There are no specific word limits. However, all text must fit within the space provided.
  - a. If you run out of space please create a Word document (saved as “[First name] [Surname] Continuation”) to continue writing. However, this should be avoided unless truly necessary. There should be sufficient space on the Application Form in almost all cases.
  - b. Certain sections are intentionally limited to a certain number of entries. For example, it is only possible to complete six entries in the ‘Legal experience’ section. You should provide the details of (at most) the six periods of work experience that you think are most relevant to your application to Gough Square Chambers.
5. There are two text fields in the ‘Covering Letter’ section of the Application Form. These two fields are linked so that your text will automatically continue in the second field once the first is full.
  - a. However, this function does not work when text is pasted into the first field. Instead, the form will only accept the amount of text that fits into the first text field. The remainder will not be copied across.
  - b. As such, if you wish to copy and paste your covering letter into the Application Form, you may need to divide the letter into two sections of text and copy/paste them separately into the two fields.

### Guidance

6. Do not feel under any pressure to use all of the space provided in the Form. Try to keep your application succinct.
7. You may find it useful to refer to the Recruitment Criteria in the Pupillage Policy when completing your application.