

# 9 STONE BUILDINGS, LINCOLNS INN

## Notes for Applicants for Junior Tenancy

PLEASE READ THESE NOTES CAREFULLY

### Junior Tenancy

The members of these Chambers wish, during the Trinity Term 2011, to choose a junior tenant. That tenancy will start in or before October 2011.

The person chosen will hold at least an Upper Second Class Honours Degree (not necessarily in Law) and will have demonstrated an aptitude for and commitment to practise at the Chancery Bar, satisfying each of the selection criteria set out below.

Candidates must either have completed their pupillage or expect to have completed at least a first six months pupillage by 30<sup>th</sup> April 2011.

The broad terms of the tenancy are set out in the Appendix.

### Equal Opportunities

The selection process will follow the principles in the Equal Opportunities Code. An Equal Opportunities Monitoring Form is provided and may be completed by candidates at their choice. If it is completed the Monitoring Form will be used only for statistical purposes and will be detached from the Application Form on receipt.

### The Selection Process

#### Applications

Applications may only be made on the Application Form. The completed Application Form should be sent to the Head of Chambers (in an envelope addressed to him and clearly marked "Tenancy") to arrive no later than 5.00 p.m. on Friday 10<sup>TH</sup> June 2011. Application Forms received after that time will not be considered. All applications will be reviewed by the Head of Chambers and will be rejected if not in the specified form.

The Application Form is divided into two parts.

General background information is sought in Part 1 of the Form. This Part must be completed in **clear black manuscript or black typescript** and **must be signed**. Extra sheets may be used if there is not enough space.

Part 2 of the Form contains a series of numbered questions seeking more specific information from candidates. Answers must be provided to these questions (using the numbering indicated in Part 2) in **black typescript** on separate sheets attached to Part 1 of the Form. *Candidates must **not** identify themselves, either by signature or in any other way, on this part of the Form.*

No other documents are to be sent with the Application Form apart from the Ethnic Monitoring Form (if so wished). Any other enclosures will be disregarded in the selection process as will any unsolicited letters of support from third parties. References will be called for by the Head of Chambers as and when required.

Applications will be acknowledged within one week of receipt and candidates should inform the Senior Clerk if they do not receive an acknowledgement within ten days of sending the Application Form.

#### Selection for Interview

A Panel of at least three members of Chambers will select candidates for interview on the basis of the information provided by them in Part 2 of the Application Form. The objective is to complete this part of the process by 20th June 2011.

The members of this Panel will not see Part 1 of any candidate's Form and will be given no information (other than that repeated in Part 2) contained in that Part or have access to such information. The object is to choose candidates for interview without knowledge of identity, race, gender, age or background and the individual candidates will be identified by code only known to the Head of Chambers. As the Head of Chambers will have seen each completed Form he will not take part in the process for selection for interview.

#### The Interview

Interviews will be held in Chambers during July 2011. The date and time of interview will be provided at least one week in advance.

The Interview Panel will comprise of up to five members of Chambers. The Senior Clerk to Chambers may also be in attendance. The same Panel will interview all candidates chosen for interview. For this reason it is unlikely to be possible to arrange times and dates and times for interview solely at the convenience of any candidate.

The interview process will involve consideration of the contents of the Application Form together with one or more legal problems presented at the interview. A short case study, advocacy exercise or drafting exercise may be issued to candidates prior to interview. If this is to be part of the process at this stage, then candidates will be advised of this in the letter inviting them to the interview.

The interview process will take up to one hour for each candidate.

### The Short-listed Candidates.

The particulars of candidates short-listed by the Interview Panel will be given to all members of Chambers and those candidates will be invited to Chambers to meet members during July 2011. This will also involve another formal interview in July that may require consideration of a legal problem of which notice has been given.

Any final short list is unlikely to contain more than three candidates.

### The Successful Candidate

The successful candidate will be informed in writing within two weeks of the last stage in the process. That candidate will be asked to accept or reject the offer within five days of the offer being made. It is hoped that the successful candidate will be able to come to Chambers in October 2011 or earlier if possible.

At the discretion of the Head of Chambers the junior tenancy may be granted subject to the satisfactory completion of either a period of pupillage or a short probationary period.

If the successful candidate has to complete a further mandatory period of pupillage, a pupillage award at the lower end of the scale will be made.

## **Selection Criteria**

Applicants will be required to demonstrate possession of the following skills and aptitudes.

### Legal Knowledge

Candidates must be able to demonstrate a broad understanding of the legal principles affecting civil litigation particularly, but not exclusively, in relation to Chancery matters. They must have had a thorough formation in the principles of equity, trusts and land law. They should have knowledge of the rules of evidence and understand the basic principles of civil procedure. They should also have the skills necessary to draft complex documents, particularly trust instruments, wills, contracts and leases.

### Intellectual and Analytical Ability

Candidates must have the ability to concentrate for long periods and to understand and assimilate complex facts and arguments quickly, identifying the essentials. They must be able quickly to give a reasoned and coherent presentation of material both orally and in writing. They must show that they have developed a practical application of those skills during pupillage.

### Communication Skills

Candidates must be able to communicate effectively and simply complex matters both to lay and professional "audiences". They should be articulate, confident and perceptive. Fundamentally they must be advocates.

### Motivation

Candidates must display a very high level of drive and determination. In particular they must show commitment to work at the self-employed Bar in general and at the Chancery Bar in particular. Overall, they must show that they understand and can cope with working on their own and being responsible for themselves, professionally and financially as independent professional self-employed persons.

### Temperament

Candidates must show the ability to stay calm, objective and confident under pressure. They must be able to cope with the uncertainties of practice at the self-employed Bar. They must be able to cope with pressure from solicitors and clients and have the strength of character to comply with the ethics of the Bar, while doing the best for their client. In particular they must demonstrate an aptitude to cope with the pressures of court work.

## **Information about Chambers**

**The Head of Chambers is Christopher Cant.**

**The Senior Clerk is Alan Austin.**

**The postal address of Chambers is: 9, Stone Buildings, Lincoln's Inn, London WC2A 3NN. The telephone number is 020 7404 5055. The facsimile number is 020 7405 1551. The Clerks' email address is: [clerks@9stonebuildings.com](mailto:clerks@9stonebuildings.com)**

**Information about Members of Chambers and their practices is contained on the Chambers' website which will be found at [www.9stonebuildings.com](http://www.9stonebuildings.com)**

**The Head of Chambers or the Senior Clerk will be happy to answer any questions you may have about the application process.**

## Appendix

### A Summary of the Conditions of Junior Tenancy

1. The following paragraphs give general information about the basic conditions of membership of Chambers and the conditions that apply to the candidate selected to be the junior tenant ("the Junior Tenant"). A tenancy will be offered on the basis of these or on the basis of the conditions applying at the time of the offer of the tenancy. In the case of a candidate selected for the junior tenancy subject either to a period of pupillage or a period of probation these conditions only apply after the successful completion of the pupillage or the probationary period as the case may be.
2. Chambers practise pursuant to the agreed terms set out in the Chambers Manual. The Junior Tenant will be required to accept in writing the terms of the Manual.
3. Accounts are made up yearly. The Chambers' accounts are divided into operating account and rent account. Broadly speaking, the operating account deals with office expenditure; the rent account with rent and rates. Chambers' expenses are collected monthly by standing order or direct debit. The Head of Chambers is allowed limited overdraft facilities for cash flow purposes. All other borrowing must be specifically approved.
4. No Chambers' expenses, in respect of operating account, will be charged to the Junior Tenant during the first year as a member of chambers. Thereafter, the Junior Tenant will pay for liabilities in that year on the same basis as all other Members. Currently, expenses in any financial year are calculated on the basis of the proportion that the tenant's gross income in the twelve months ending on previous 28<sup>th</sup> February bears to the total gross income of all tenants. This proportion will then be applied to the budgeted expenditure for forthcoming year so that an individual's contribution is calculated. This will give the Junior Tenant a liability from 1<sup>st</sup> October 2012 or if earlier, the expiry of the first year of membership.
5. A Member's rent bill is currently determined by the square footage occupied, calculated by reference to the total rent account. Until 1<sup>st</sup> October 2012 or if earlier, the expiry of the first year of membership, the Junior Tenant's rent bill will be borne by the other Members of Chambers subject to clause 9. Thereafter the Junior Tenant will pay for accommodation occupied.
6. The remuneration of the Senior Clerk is a separate liability by agreement with him and is by a percentage charge of fees actually received payable by the member on receipt of those fees.

7. Petty cash (for sums disbursed on the Junior Tenant's behalf) is billed quarterly in arrear.
8. Secretarial or word processing services are, where required, provided outside of Chambers and are billed quarterly in arrear by reference to use. (n.b. all Members are expected to have basic word processing skills).
9. The Junior Tenant may determine the tenancy at any time prior to 1<sup>st</sup> October 2012 or if earlier, the expiry of the first year of membership, by giving at least three months notice in writing to the Head of Chambers expiring on one of the usual quarter days. A payment in respect of rent that has been borne by members will be due for the period of the tenancy until the conclusion of the period of notice in addition to any outstanding liabilities under paragraphs 6,7, and 8.
10. For the avoidance of doubt if any tenancy is determined before the expiration of any probationary period of tenancy either by Chambers or by the Junior Tenant there will be no liability for the Junior Tenant under paragraph 9.
11. After 1<sup>st</sup> October 2012, the Junior Tenant will be subject to the conditions which then apply to all tenants in so far as they are different to those stated above. After 1<sup>st</sup> October 2012 the Junior Tenant will, should he or she determine their tenancy on or before 31<sup>st</sup> March 2013, be obliged to make a payment in respect of any rent on his or her behalf borne by members after the commencement of the tenancy.
12. For the avoidance of doubt it is stated that a candidate who is required to undertake a period of pupillage will only be subject to the terms above on and after the date that a tenancy has been granted to that candidate.