

# Inner Temple Call to the Bar Application – Cover Sheet

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Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

I confirm that my application for Call to the Bar is complete and contains:

- Up-to-date telephone, email and postal address
- Signed Cover Sheet
- Signed declaration on the Bar Proposal form with True / False boxes ticked appropriately
- Fully completed Bar Proposal form, signed by my Bencher sponsor with confirmation of his/her attendance at the Call ceremony
- Fully completed "Notice for Call to the Bar" form (this is the fourth page of the Bar Proposal form)
- My current CV (see section 4 of the guidelines)
- Cheque for £75 for Call fee/Duke of Edinburgh award declaration/I have previously paid the Call fee (delete as appropriate)
- Original references or correspondence with Master of the Bench
- I have indicated my Call preferences via the Inner Temple Portal

**I understand that if my application is incomplete it  
will be returned without further action.**

Signed: .....

Date: \_\_\_ / \_\_\_ / \_\_\_\_

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Office use only:

- CS
- Dec
- MOB
- Notice
- Pymt/DoE/RA
- Ref
- Call Pref

Date Received:

Notes:



PROPOSAL FOR THE BAR

To the Masters of the Bench of the Honourable Society of Inner Temple

I, (full names) .....

of (address) .....

.....

Email: ..... Tel: .....

for the purpose of being Called to the Bar do hereby **declare and undertake** as follows:

- 1. I confirm that the declaration which I made for the purpose of obtaining admission to this Inn was true in every respect when I made it.
- 2. Since I made that admission declaration:
  - (a) I have not been convicted of any criminal offence<sup>1</sup> (nor been the subject of any pending proceedings<sup>2</sup> for such an offence);

TRUE		FALSE	
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<sup>1</sup> For this purpose a "criminal offence" means any offence, wherever and whenever committed, under the criminal law of any jurisdiction except (i) an offence for which liability is capable of being discharged by payment of a fixed penalty; and (ii) an offence which has as its main ingredient the unlawful parking of a vehicle. All convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974 must be declared. Further all convictions required to be disclosed by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 must be declared, even if spent. Further information on this can be found here: <https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/bar-professional-training-course/how-to-apply-for-the-bptc/joining-an-inn/>

<sup>2</sup> Proceedings are pending if (i) you are currently charged with, or (ii) you are on bail or in detention or custody (or have failed to surrender to custody) in connection with, any criminal offence.

- (b) I have not been convicted of a disciplinary offence by a professional or regulatory body (nor been the subject of any pending proceedings for such an offence);

TRUE	<input type="checkbox"/>	FALSE	<input type="checkbox"/>
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- (c) I have not been the subject of any bankruptcy order<sup>3</sup>, debt relief order<sup>4</sup>, or directors disqualification order<sup>5</sup> bankruptcy restrictions order<sup>6</sup> or debt relief restrictions order<sup>7</sup> nor have I entered into an individual voluntary arrangement with creditors;

TRUE	<input type="checkbox"/>	FALSE	<input type="checkbox"/>
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3. I do not suffer from serious incapacity due to mental disorder (within the meaning of the Mental Health Act 1983) nor addiction to alcohol or drugs, nor from any other condition which might impair my fitness to become a practising barrister.<sup>8</sup>

TRUE	<input type="checkbox"/>	FALSE	<input type="checkbox"/>
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*If any of the statements in paragraphs 1 to 3 above is incorrect in any respect, please delete the statement as appropriate.*

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<sup>3</sup> A “bankruptcy order” includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

<sup>4</sup> For this purpose, a “debt relief order” includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

<sup>4</sup> A “directors disqualification order” includes a disqualification order made by a court, or disqualification undertaking accepted by the secretary of state, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

<sup>6</sup> For this purpose a “bankruptcy restrictions order” includes a disqualification order made by a court or a bankruptcy restrictions undertaking accepted pursuant to the Insolvency Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

<sup>7</sup> For this purpose a “debt relief restrictions order” includes a debt relief restrictions order made by a court or a debt relief restrictions undertaking made or given in any jurisdiction in the world.

<sup>8</sup> If you are a disabled person within the meaning of the Equality Act 2010 and are unable to make this declaration, then on application to the Inn consideration will be given as to whether reasonable adjustments can be made.

4. Except as disclosed below, I am not aware of any circumstance which has occurred while I have been a Student member of the Inn which might reasonably be thought to call into question my fitness to become a practising barrister.<sup>9</sup>

TRUE	<input type="checkbox"/>	FALSE	<input type="checkbox"/>
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*If you delete any of the statements in paragraphs 1 to 3 above or there is any other circumstance has occurred while you have been a Student which might reasonably be thought to call into question your fitness to become a practising barrister, please give details in the box below – use a continuation sheet if necessary and attach supporting documents. (If giving details of a criminal conviction, please ensure you specify the sentence.)*

5. If called to the Bar I will, unless otherwise authorised, attend ..... Qualifying Sessions within a period of .... months immediately following my call.<sup>10</sup>
6. So long as I remain a barrister, I will comply with the Code of Conduct of the Bar of England and Wales.
7. I understand that if this declaration is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute professional misconduct.

Dated ..... Signature .....

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<sup>9</sup> This includes any incident or behaviour which if known to the Inn might cause your application to be considered more carefully. If in doubt, disclose the incident/behaviour. Two examples are given by way of illustration but not as limitations on disclosure:

- a. Receipt of a police caution.
- b. A Court injunction or Anti-Social Behaviour Order restricting your conduct.

<sup>10</sup> This paragraph should be deleted unless you are required to attend any Qualifying Sessions after call.

**TO BE COMPLETED BY THE MASTER OF THE BENCH:**

I have seen and interviewed (full name).....

and in my opinion s/he is a fit and proper person to be Called to the Bar.

I intend to propose her/his Call to the Bar in the following term:

.....(Date, Term and Year)

I confirm that I will attend the Call to the Bar ceremony on the above date:

YES

NO

**FULL NAME**.....

**SIGNED**.....**DATED**.....

**(To be signed and dated by the Master of the Bench)**

Please note: a Master of the Bench should not sign the Bar Proposal Form unless s/he has interviewed the candidate in person and checked:

1. A fully-completed Bar Proposal form with the appropriate yes / no boxes ticked and the declaration signed by the candidate
2. A fully-completed "Notice for Call to the Bar" form
3. A current CV
4. Two references (originals, typed and on headed paper) from professionals unrelated to the candidate eg. tutor or former employer who has known the candidate for at least a year. Each reference should be addressed to the Masters of the Bench and should be a specific reference for Call to the Bar.

Please note that if you personally know the candidate the two references (point 4.) are not required but you will still need to check the other documentation listed above.

Please note that all candidates for Call have been issued with guidelines on the Call procedure and are, therefore, aware of the documentation they need to provide (the guidelines are also available on the Inner Temple website).

**Masters of the Bench should also refer to BENCH TABLE ORDER 36**

## NOTICE FOR CALL TO THE BAR

Inner Temple Student Number	
Surname	
Forenames in full (your name will appear on your Call certificate as you write it here)	
Please write a phonetic pronunciation of your name here if it is not obvious	
Postal Address (at the time of your chosen Call ceremony)	
Telephone number (please include a contact number for the week preceding Call)	
Nationality	

Bar Professional Training Course: Please give academic year, institution & result if known	
Have you have been awarded any major scholarships from the Inner Temple? (This does not include Exhibition Awards)	
Do you intend to practise at the Bar of England & Wales?	
Date and term you wish to be called	
Name of Master of Bench proposing your Call	
Do you wish to be called in absentia? (If "yes" please note that this is only granted in exceptional circumstances and you must first write to the Masters of the Bench requesting permission)	
Signed	
Date	

Inner Temple

**DUKE OF EDINBURGH ENTRANCE SCHOLARSHIP**

*(Leave blank if not applicable)*

Holders of the above Scholarship are required to renew their undertaking to commence practise on Call to the Bar. Kindly complete and return this to the Education and Training Department with your Call application.

“I intend to practise at the Bar of England and Wales, and undertake to read in Chambers as a pupil.”

Name:.....

Signed:.....

Date:.....

Year of **commencing** the BPTC:.....