

## The application process at Wilberforce Chambers

We understand the sensitivities associated with a tenancy application and therefore any information supplied to us will be treated in the strictest confidence. We also do everything we can to ensure the application process is progressed without delay and a decision is communicated to applicants as swiftly as possible.

### **Stage 1**

All applications should be made in writing to Nicholas Luckman (Practice Director). Please include a CV and covering letter containing the following:

A summary of why you are applying to join Wilberforce.

- Details of current practice, including areas of specialism (please include a percentage breakdown of the work in each area of specialism over the last three years).
- Details of receipts from practice for the three years prior to the application.
- Details of work done (billed and unbilled) for the three years prior to the application.
- A list of your top 10 clients, showing the percentage of work over the last three years from each firm (no case details required).
- A summary of future work – including forthcoming trials or other hearings.

This information will be assessed by the Tenancy Committee.

### **Stage 2**

If applicants are invited for interview by the Tenancy Committee, we will require the following additional information:

- For Juniors only – three pieces of redacted work that are representative of your practice and experience:
  - a. Pleading
  - b. Skeleton Argument
  - c. Written Opinion
- The names and contact details of at least two judicial referees. Please note that referees will not be approached until after the interview and only with the applicant's consent.

### **Stage 3**

If applicants successfully make it through to this stage:

- Judicial references will at this stage be requested.
- On receipt of satisfactory references, the Tenancy Committee will make a recommendation to Chambers.
- Chambers will be asked to approve the Tenancy Committee recommendation.

For further information regarding the application process or to discuss any aspect of tenancy at Wilberforce, please contact:

Nicholas Luckman (Practice Director): [nluckman@wilberforce.co.uk](mailto:nluckman@wilberforce.co.uk) / +44(0)20 7304 2856