



## INFORMATION FOR APPLICANTS FOR PUPILLAGE 2023 ("the information schedule")

### Completion and submission of applications

- **Please do not include this information schedule as part of your application form. We require only pages 8 to 23 to be completed, stapled, punched and submitted.**
  - **Please do not put your application form in a folder or file.**
1. Complete the application form (pages 8 onwards) in bold typewriting on a computer or word processor and hand deliver it on or before **16:30** on **29 July 2022** to the offices of the Johannesburg Society of Advocates ("the JSA") in Sandton. You may download an electronic version of the form from the website of the JSA, [www.johannesburgbar.co.za](http://www.johannesburgbar.co.za), under the "pupillage" tab.
  2. If the form does not provide enough space for you to answer a question, provide your complete answer in an annexure. If you do so, ensure that (a) this fact is indicated under the relevant question on the application form and (b) the answer on the annexure is referenced with the relevant paragraph number..
  3. Whilst the JSA strongly encourages typed applications, if you are unable to provide a typed response, ensure that each and every word is legibly handwritten.
  4. Return the completed application form with the following supporting documents:
    - 4.1. A recent passport/ID colour photograph securely glued (not stapled) to the first page of the application form (page 8);
    - 4.2. A **certified copy** of your identification document;
    - 4.3. If you are a South African citizen by naturalisation, a **certified copy** of the documents that prove the date that you obtained South African citizenship;
    - 4.4. If you are not a South African citizen, a **certified copy** of the documents that prove your status in South Africa (e.g. permanent residence);
    - 4.5. A **certified copy** of your matriculation certificate or equivalent secondary education qualification, with the official stamp / marking of the educational institution;
    - 4.6. A **certified copy** of your degree certificate(s) or equivalent tertiary education qualification(s), with the official stamp / marking of the educational institution;
    - 4.7. A **certified copy** of your full tertiary academic record showing each and every subject passed and failed, and all marks obtained towards any and all degrees, with the official stamp / marking of the educational institution;
      - 4.7.1. This record must be provided whether or not you have graduated. If your degree is incomplete, provide your academic record to date.
      - 4.7.2. The record must show all your university results, including results for subjects initially failed but subsequently passed. If you provide a record that does not comply with these requirements (e.g. a UNISA transcript only of subjects passed), the JSA will not be able to fairly assess your application which may result in your application not being considered.

- 4.7.3. Applicants who receive and accept an offer to register for pupillage in 2023 will be required to demonstrate successful completion of all of the requirements of their LLB or equivalent tertiary education qualification(s), by way of an affidavit upon registration on or after 23 January 2023. The requirements of the affidavit are referred to in paragraphs 43 to 46 below.
- 4.7.4. **Failure to demonstrate successful completion of all of the degree requirements will result in the withdrawal of the relevant pupil's offer of pupillage.**
- 4.8. A testimonial from the Dean of your Law Faculty or a certificate of conduct from the Law Faculty. If you are unable to get such a testimonial or certificate, you must apply in terms of paragraph 30 below for the JSA to waive this requirement;
- 4.9. A **certified copy** of your certificates showing successful completion of any attorney's admission examinations or equivalent professional qualifications;
- 4.10. A **certified copy** of your certificates showing successful completion of any programmes in legal practice or equivalent practical qualifications;
- 4.11. If you have been admitted as an attorney, a **certified copy** of the admission certificate as an attorney, depicting the Court stamp; and
- 4.12. If you have been admitted as an advocate, a **certified copy** of the court order admitting you as an advocate, depicting the Court stamp.
5. The JSA reserves the right to reject any application that is incomplete or does not include all of the documents required in paragraph 4 above.
6. Do not attach any documents that are not required by the application form.
7. An original application plus 2 identical copies with all required documents **stapled and punched** (not in a folder or in file), will only be considered if it is **hand-delivered** by the applicant in **hard copy format (i.e. not by fax, email or courier)** at the office of the Administrative Officer of the JSA: Ground Floor, SALA House, 12 Fredman Drive / 2A Protea Place, Sandown, Sandton. Office hours are 08:30-16:30 weekdays, i.e. not on public holidays or over weekends.
8. **The original application must be accompanied by two identical photocopies of the full application including all attachments.** This information schedule (pages 1 to 6) and schedule 1 titled "Information for Referees" (page 7) **should not** be included in your original or copies.
9. If you are unable to provide the required copies for a good reason, provide the Administrative Officer of the JSA with a written motivation for assistance. The JSA is only able to assist in exceptional circumstances.
10. **The deadline for the submission of applications is 16:30 on 29 July 2022.** You are encouraged however to submit your completed original application form, including your references, **PLUS two identical copies** of your application, well before the deadline as the JSA processes all applications as and when they are received.
11. Save in exceptional circumstances, no application received after the deadline will be considered.
12. Should you wish to withdraw your pupillage application, you are requested to inform the Administrative Officer of the JSA immediately in writing via email to [adminofficer@jsabar.co.za](mailto:adminofficer@jsabar.co.za) and [trainingjhb@jsabar.co.za](mailto:trainingjhb@jsabar.co.za), as withdrawn applications affect the administration and evaluation processes.

#### **Notification of any change to contact details**

13. You are required, during the application process and, if successful, during your pupillage, to immediately notify the Administrative Officer of the JSA of any changes to any of your and/or your next of kin's contact details, including email addresses and mobile numbers, via email to [adminofficer@jsabar.co.za](mailto:adminofficer@jsabar.co.za) and [trainingjhb@jsabar.co.za](mailto:trainingjhb@jsabar.co.za).

14. You will be deemed to have received any communication sent to your chosen and recorded email address. To ensure efficient communication, all applicants are urged to provide a current and functional email address.

### **Assessment of applications**

15. The JSA receives far more applications than it is able to accommodate pupils in its pupillage programme. Applications are therefore rigorously assessed by means of two processes – an evaluation of each application by a team or teams of JSA members and an interview of each applicant by a panel or panels of other JSA members.
16. The selection criteria and processes are determined by the JSA's Bar Council from time to time.
17. These criteria and processes are designed to promote the transformation of the JSA.
18. The JSA aspires, through the application of its transformation policy, to achieve an inclusive and diverse membership. To that end, you are required to state your nationality and race and invited (although not obliged) to state your gender and any disability.
19. All applicants are required to attend an interview. The interviews form an integral part of the assessment process and will likely take place during September 2022. You will be notified via email of the interview dates.
20. The JSA will endeavour to inform you of the outcome of your application by mid-October 2022.

### **Duration of pupillage**

21. Pupillage will begin during the week of 23 January 2023. If you are accepted into pupillage, you will be informed when you are to attend registration in that week as per the acceptance letter.
22. Pupillage ends on 31 December 2023 or such other date as the JSA may determine. Pupillage is a full-time, year-long training programme.
23. For the duration of pupillage, you are not allowed to hold any other employment, whether on a full-time or part-time basis. Before starting pupillage, you should make arrangements to be financially self-sufficient for all of 2023 as well as the first four months of 2024. Permission to be engaged in employment, including academic employment, may be granted on application to the Bar Council in exceptional circumstances only, provided this does not interfere with your pupillage.
24. During pupillage you must present yourself at your mentor's chambers each business day and complete such pupillage training-related tasks as your mentor may assign to you.
25. During pupillage you must also attend such percentage of pupillage training-related lectures and sessions as may be determined by the JSA.
26. Such lectures and sessions may be conducted in the evenings and on weekends and you will be expected to make the necessary arrangements to ensure your attendance at these sessions.
27. In addition, preparation for and participation in **all** advocacy training workshops (usually conducted over weekends) is compulsory. The Bar Council has determined that any pupil who fails to attend such a workshop, without an adequate reason, will not be permitted to sign the Register of Members (and thus become a full member of the JSA) for a period of one month following the completion of pupillage.
28. Should you be admitted to the pupillage programme, but not fulfil the requirements of the programme from time to time, the Pupillage Committee of the JSA may terminate your pupillage at any time.
29. In addition, the JSA may terminate your pupillage at any time for any good reason, including:
  - 29.1. **any non-disclosure or false disclosure of a matter referred to in paragraphs 39, 40 and 43 to 46 below;**

- 29.2. **dishonesty, misconduct or other improper conduct;**
- 29.3. a failure to meet the requirements of the pupillage programme; or
- 29.4. conduct which disrupts, disturbs or interferes with the functioning of a court, the JSA or the pupillage programme or the rights of any person.

### **Exemption from the requirements of pupillage**

- 30. If you wish to apply for an exemption from any requirement of pupillage, specify the relevant requirement and set out in detail all the exceptional facts and circumstances that support your application. Please note that the General Council of the Bar of South Africa (“the GCB”) has the power to exempt any person from any requirement of pupillage.

### **Pupil mentor**

- 31. You are encouraged to identify and approach any member of the JSA whom you wish to be your mentor to ascertain their availability and willingness to be your mentor. Senior Counsel are not appointed as mentors and, absent prior relevant experience, members of less than five years’ standing are generally not appointed as mentors. (The latter is notwithstanding the provision in the regulations issued under the Legal Practice Act 28 of 2014 (“LPA”) that advocates of three years’ standing may be appointed as mentors.)
- 32. A member of the National Bar Examination Board (“the NBEB”) is not permitted to be a mentor.
- 33. The decision concerning the allocation of your mentor rests with the JSA. While your preference, if any, will be taken into account, the fact that a member may be available and willing to be your mentor does not mean that you will be allocated to that member or even that you will be offered a place in the pupillage programme.
- 34. If you do not or cannot arrange for an advocate to be your prospective mentor, the JSA will allocate a mentor to you.

### **Financial assistance and arrangements**

- 35. The JSA provides very limited financial support to a small number of pupils during their pupillage. You should not assume that you will be successful in applying for such support and are reminded of what is stated in paragraph 23 above. **You remain responsible to ensure that you have sufficient financial resources available to you during and after the pupillage programme.**
- 36. An application for financial assistance will not prejudice your application for admission to the pupillage programme, provided it is honest, accurate and complete in every respect. It is in your interests that you disclose in your pupillage application the financial arrangements you have made for pupillage. **Information provided in this application will be considered when an application for financial assistance is evaluated.**
- 37. Application forms for financial assistance from the JSA will be made available to successful applicants at the compulsory introductory lecture to be held on a date towards the end of 2022, referred to in paragraph 44 below.
- 38. Completed financial assistance application forms must be submitted to the JSA on registration by successful applicants for pupillage.

### **Full disclosure requirements and investigations by the JSA**

- 39. **You must make full disclosure of each matter mentioned in paragraphs 39, 40 and 43 to 46 below, including any facts or circumstances that may have a bearing on your fitness to undertake pupillage or practise as an advocate or which the JSA should know about in order to fairly and properly assess your application.**
- 40. Without limiting this general obligation, you must disclose:

- 40.1. criminal conviction(s), including any traffic-related offence(s), for which a term of imprisonment without the option of a fine could have been (but was not necessarily) imposed. This includes driving under the influence of alcohol or drugs and negligent or reckless driving; and/or
  - 40.2. any finding made against you in any disciplinary proceedings and/or Commission of Inquiry and/or similar forum before pupillage;
  - 40.3. any investigation against you for any alleged misconduct which is either pending or instituted before, or which you anticipate may be instituted during or after your application; and/or
  - 40.4. any adverse findings made against you in any court of law or other forum in which you were a witness or before which you submitted an affidavit.
41. The JSA may verify or investigate any information contained in your application. By making an application, you consent to such verification or investigation and authorise the disclosure to the JSA of your personal information. The JSA will treat any such information confidentially.
  42. Your duty to make full disclosure is taken very seriously by the JSA. Should it be found that you failed to make full disclosure of any matter mentioned in paragraphs 39, 40 and 43 to 46 below, your application may be rejected or your pupillage terminated for that reason alone.

#### **Administration fee and acceptance of offer**

43. If you are offered a place to do pupillage in 2023:
  - 43.1. you are required to notify the JSA Secretariat on or before 05 November 2022 whether or not you accept the offer. You must do so by email at: [adminofficer@jsabar.co.za](mailto:adminofficer@jsabar.co.za) and [trainingjhb@jsabar.co.za](mailto:trainingjhb@jsabar.co.za); and
  - 43.2. failure to do so will be taken to mean that you do not accept the offer, in which event the place may be offered to another applicant.
44. If you accept the offer:
  - 44.1. an entrance fee of R6 500.00 is payable on or before registration (on or before 23 January 2023) by EFT or direct deposit (banking details will be reflected on the acceptance letter);
  - 44.2. you are required to attend a compulsory introductory lecture at a time and on a date towards the end of 2022, the details of which you will be notified by the JSA Secretariat;
  - 44.3. you are required to register for pupillage at the JSA on or after 23 January 2023. (You will be advised of the date by email);
  - 44.4. **you are required to present an original affidavit at registration, wherein you depose to the following:**
    - 44.4.1. **whether or not you have a criminal record and, if so, provide details thereof;**
    - 44.4.2. **whether or not a finding has ever been made against you in any disciplinary proceedings and/or whether you have been implicated in any manner as at date of the affidavit;**
    - 44.4.3. **whether or not you have been charged with a criminal offence, or implicated in the commission of such offence, in any pending criminal proceedings, and/or are a suspect, and/or are being investigated for a criminal offence or misconduct as at date of the affidavit;**
    - 44.4.4. **that you have resigned from any employment held by you prior to registering for pupillage;**
    - 44.4.5. **that you have completed all of the requirements of your LLB or equivalent tertiary education qualification(s). You must attach to your affidavit, documentary proof from the university attended by you, that you have completed all requirements of your LLB or equivalent tertiary education qualification(s).**

45. **The affidavit must be commissioned and stamped at a police station not more than 10 days prior to the date of registration.**
46. **Failure to provide an affidavit that complies with these requirements, upon registration, may result in the immediate withdrawal of the applicant's acceptance into pupillage.**

### **Electronic and digital access**

47. In the light of the Covid-19 pandemic and regulatory requirements including social-distancing, significant portions of the 2023 pupillage programme may be delivered remotely by way of video conferencing platforms. Participants in the 2023 pupillage programme will be required to have access to a smart device and sufficient data from time to time with which to access lectures, training sessions and other materials remotely.
48. Pending a resolution by the Bar Council on a vaccination policy, an interim policy is in place to regulate attendance of lectures and advocacy training sessions, the primary object of which is the health of pupils, lecturers, and trainers and to ensure that pupil lectures continue unabated. The following procedure will apply to all pupil lectures and advocacy training sessions undertaken by the JSA:
  - 48.1. Subject to paragraphs 48.2 to 48.9 below, all lectures and sessions will be conducted in person with lecturers, trainers and pupils being present in person in the lecture room at the Bar Council offices or such venue as may be arranged and communicated, unless prior arrangements are made and communicated to the pupils that specific lectures or sessions will be presented virtually.
  - 48.2. All in-person lectures and training sessions will be presented on the Zoom platform to enable pupils who cannot attend in person to observe in real time. It is appreciated that this places an additional burden on lecturers and trainers. They are however requested to cooperate to ensure the safety of everyone.
  - 48.3. Lecturers and trainers who are not fully vaccinated will not present lectures or conduct training in person but will do so virtually on the Zoom platform. In such event, all pupils will attend virtually.
  - 48.4. Lecturers and trainers who display or have any Covid-related symptoms will not present lectures or conduct training in person but will do so virtually on the Zoom platform. Lecturers and trainers with Covid-related symptoms will timeously notify or the JSA to make the necessary arrangements.
  - 48.5. Pupils who are not fully vaccinated will not be permitted to attend lectures or training sessions in person but will attend lectures or training sessions virtually on the Zoom platform.
  - 48.6. All fully vaccinated pupils are obliged to attend lectures and training sessions in person. An attendance register will be kept. Only in circumstances where fully vaccinated pupils display or have any Covid-related symptoms, will they be allowed and urged not to attend lectures or training sessions in person but to attend lectures or training sessions virtually on the Zoom platform.
  - 48.7. Fully vaccinated pupils with Covid-related symptoms are required to advise Jacky or the JSA in writing via email of their condition before any lecture or training session that they will not attend in person. Pupils must take responsibility for their own health and consider the health of others.
  - 48.8. Pupils who are unable to attend lectures or training sessions in person because of their vaccination status or because they are displaying symptoms must attend virtually on the Zoom platform and those pupils will, in so far as it possible, be able to participate interactively in the sessions.
  - 48.9. All Covid protocols will remain obligatory during all in-person sessions, which include the wearing of masks at all times, sanitising and social-distancing.

### INFORMATION FOR REFEREES

The Johannesburg Society of Advocates requires that each applicant for pupillage approach **two referees**, preferably not family members or friends, to provide comment which may assist the JSA to fairly and properly assess the applicant's potential to practise as an advocate. If you have received this page, you have been requested to provide a reference for such an applicant.

If you are able and willing to provide the reference, the JSA invites you to comment, based on your personal knowledge of the applicant, on all or any of the following considerations:

- a. The applicant's academic ability and achievements;
- b. Any facts or circumstances that may have inhibited the applicant's fulfilment of their academic potential, including any disability and/or socio-economic disadvantage;
- c. The applicant's legal experience and/or expertise;
- d. The applicant's community involvement and/or commitment to transformation;
- e. The applicant's leadership ability and participation in activities that may indicate an attainment of life experience and well-roundedness;
- f. Any other information you may consider relevant to the JSA's assessment of the application, including the applicant's:
  - i. clarity of thought and analytical ability; and
  - ii. confidence, demeanour and persuasiveness of argument.

Please provide information on how long you have known the applicant and in what capacity. Please sign the letter of reference.

Please provide the reference to the applicant, before the specified deadline, so that they may include it as part of the application.

#### **Note to applicants:**

Completed references must be included in your application form (**original plus 2 copies**) as the last annexure. The application forms must be delivered in hard copy to:

Johannesburg Society of Advocates  
Ground Floor  
Sala House  
2 Protea Place / 12 Fredman Drive  
Sandown  
2196

**Deadline for receipt by JSA Secretariat of the original application form and required identical copies, including reference letters, is 16h30 on 29 July 2022.**



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### APPLICATION FOR PUPILLAGE 2023

The information schedule is an integral part of this application form. It is essential that you read and understand its contents before you start filling in this form or ask any questions about the application process.

You should not return the information schedule as part of your application.

Only this application form will be accepted. Do not change the form.

A copy of schedule 1 entitled "Information for Referees" should be given to each of your referees.

**Before this page, please add a cover page with your surname and full names and an index page at the start of your application. All pages of your application form and annexures should be clearly indexed and paginated.**

I hereby apply for pupil membership of the Johannesburg Society of Advocates.

#### Personal details

1.	Full names:		
	ID number:		
2.	Home address:		
		Postal/Street code:	
	Phone no:		
	Fax no:		
	Cell no:		
	Email:		
3.	Work address:		

		Postal/Street code:	
	Phone no:		
	Fax no:		
2.	Address during pupillage:		
		Postal/Street code:	
	Phone no:		
	Fax no:		
	Cell no:		
	Email:		
4.	Date of birth:		
5.	Place of birth:		
6.	Nationality:		
	ID no or passport no:		
	If you are a South African citizen, how did you obtain South African citizenship?	By birth or descent	
		By naturalization	
	If you are a South African citizen by naturalisation, on what date did you obtain such citizenship?		
	If you are not a South African citizen, provide details of your status in South Africa:		
7.	Race:		

8.	Gender:			
9.	Are you disabled?	Yes	No	
	If yes, provide details:			
10.	Do you have any medical conditions?	Yes	No	
	If yes, provide details:			
11.	Do you need this application to be kept confidential?	Yes	No	
<b>Academic qualifications and academic achievements</b>				
12.	Provide details of your matriculation or equivalent secondary education qualification(s):			
	<b>Matriculation / qualification</b>	<b>School / other institution</b>	<b>Date of graduation</b>	
13.	Provide details of your degrees or equivalent tertiary education qualifications:			
	<b>Degree / qualification</b>	<b>University / other institution</b>	<b>Date of graduation</b>	
14.	If you have not yet obtained your LLB degree, provide details of all subjects still to be passed or other requirements to be met as well as the expected date of completion:			

15.	Provide details of any other academic achievements, such as class prizes, moot prizes, scholarships, academic papers published in journals or delivered at conferences and the like:
16.	Provide details of any facts or circumstances that may have inhibited the fulfilment of your academic potential, including any gender identity,, disability and/or socio-economic disadvantage (such as difficulties with fees, inability to attend lectures, lack of access to books or materials, whether you were a full or part-time student, what work you did whilst studying, whether you had family responsibilities whilst studying and the like):
17.	Provide details of any leadership roles you hold or held in the past ten years:

18.	Provide details of any transformation or other initiatives undertaken by you in the last ten years. Such initiatives may include activities to uplift or empower or benefit one or more members of your community and/or your workplace.

**Previous experience including legal experience and/or expertise**

19. Provide details, in chronological order, of all of your activities since leaving high school. Include any current activity and its expected duration, all periods of study, travel, employment, unemployment and, in particular, any previous legal experience. The purpose of these details is to reflect a chronology of what the applicant has done since leaving high school. Do not leave out any period. You may include an annexure to your application if necessary, in order to accommodate the length of your answer.

	Institution / organization	Nature of Activity (also state whether activity was full-time (FI) or part-time (PT))	Dates		Duration (e.g. 3y 2m)
			From	To	

20.	Provide details of your previous legal experience (in addition to its duration), such as your capacities of employment, levels of seniority (attorney, candidate attorney, judge's registrar, legal lecturer, legal advisor, NGO advisor, etc.) and practical experience gained in each capacity, such as appearing in court, drawing pleadings and/or affidavits, writing opinions, advising clients and the like. You may include an annexure to your application, if necessary, in order to accommodate the length of your answer.				
21.	If you still need to wind up your current practice or business affairs, provide details:				
22.	If you were a prosecutor, practising or candidate attorney, estimate what percentage of your work or practice involved litigious work including appearing in court or drawing pleadings/affidavits:				
23.	Applicants who are advocates or are entitled to be admitted under sections 24 and 115 of the				

	LPA read together with section 3 of the repealed Admission of Advocates Act 74 of 1964 are required to answer the questions listed in the sub paragraphs below:		
23.1	Date of and Division where you were admitted as an advocate:		
23.2	If not yet admitted, on what date and in which Division will you lodge your application for admission?		
23.3	Apart from the answers provided above, give details of any previous -		
	23.3.1 admission as an advocate or application for admission as an advocate:		
	23.3.2 membership of any Bar or application for membership of any GCB affiliated Bar or other association of advocates:		
24.	Give details of any other applications for pupillage next year that you have made or intend to make:		
25.	Have you ever previously applied for pupillage?	Yes	No
	If yes:		
	When and at which Bar?		
	Were you accepted for pupillage?	Yes	No
26.	If you were previously accepted for pupillage, did you commence pupillage?	Yes	No
	If no, why did you not start pupillage?		

	If yes, why did you not finish pupillage?		
<b>Applicants who are or were attorneys</b>			
27.	Are you presently on the roll of attorneys?	Yes	No
28.	Were you ever previously on the roll of attorneys?	Yes	No
	If yes, give details of the circumstances of and the reason(s) for the removal of your name from such roll:		
29.	Give details including the name(s) of the firm(s) with which you are or were associated as an attorney:		
30.	What arrangements have been made for any firm of attorneys, which practises under a name which includes yours, to stop using your name?		
<b>Applicants who are or were candidate attorneys</b>			
31.	Are you presently a candidate attorney?	Yes	No

	If yes, give details of the date when you commenced articles of clerkship, the firm(s) by which you are and were employed, the principal(s) under whom you work / worked and when you will be completing your articles of clerkship:		
32.	Were you ever previously a candidate attorney?	Yes	No
	If yes, give details of the date when you began articles of clerkship, the firm(s) by which you were employed, the principal(s) under whom you worked and when you completed your articles, and if not completed, why you did not complete articles of clerkship:		
33.	Have you successfully completed any attorneys' admission examination(s) or equivalent professional qualification(s)?	Yes	No
	If yes, provide details:		
34.	Have you successfully completed any programmes in legal practice or equivalent practical qualifications?	Yes	No
	If yes, provide details:		

35.	Have you met all the requirements to be admitted as an attorney?	Yes	No
	If not, provide details:		
36.	Do you consider yourself to be a fit and proper person to be admitted as an attorney?	Yes	No
	If not, provide details:		
37.	Do you intend to be admitted as an attorney?	Yes	No
	If so, when do you intend to be removed from the roll of attorneys?		
<b>Pupillage</b>			
38.	Do you wish to apply for exemption from any of the requirements of pupillage?	Yes	No
	If yes, identify and motivate which requirements and why:		

39.	Do you have any preference as to who your pupil mentor should be?	Yes	No
	If yes, give the name(s) and confirm whether they she/he/they have agreed to accept you as a pupil should you be selected for pupillage:		
	Motivate your reason for wanting to do pupillage with this advocate (include information about any professional or other relationship):		
40.	What financial arrangements have you made for your pupillage and the early months of practice? If so, provide details.		
41.	Do you anticipate that you may need to apply to the JSA to consider providing you with any financial assistance?	Yes	No
	If yes, provide full details of the nature and extent of such assistance and reasons for requiring the assistance:		
<b>After Pupillage</b>			
42.	Do you intend to practise as an advocate on completion of your pupillage?	Yes	No

	If no, set out details of what you propose to do:	
	If yes, when and where do you intend to start practice and what is your anticipated source of work:	
<b>References (refer to schedule 1 on page 7)</b>		
43.	You are required to approach at least two persons, preferably not family members or friends of yours, to provide reference letters.	
44.	You will need to give each referee a copy of schedule 1.	
45.	Give the name and contact details of the two persons:	
	Name:	
	Relationship to you:	
	Address:	
	Phone no:	
	Email:	
	Name:	
	Relationship to you:	
	Address:	

	Phone no:	
	Email:	
46.	It is your responsibility to ensure that your referees submit their reference letters timeously to you. <u>The deadline for receipt by the JSA Secretariat of your original application form together with 2 identical copies of the original including the reference letters is 16:30 on 29 July 2022.</u>	
47.	You are required to attach a testimonial from the Law Faculty of the University that you attended or a certificate of conduct from the faculty. If it is not possible to obtain such testimonial or certificate, you are required to state the efforts made by you to obtain such a letter and the reasons for your inability to obtain it and motivate why the JSA should consider waiving this requirement.	
<b>Full disclosure</b>		
48.	Have you ever been investigated for or faced charges of dishonesty, misconduct or any other improper conduct, including in relation to your employment or education?	Yes No
	If yes, give details:	
49.	Is there any complaint made against you which is still pending / under investigation?	Yes No
	If yes, give details:	

50.	Have you ever been investigated for or faced criminal charges for which you were convicted or paid an admission of guilt fine (other than for minor traffic violations) or has any court, tribunal or other body including any disciplinary body, ever made a finding against you?	Yes	No
	If yes, give details:		
51.	Do you have any physical, mental or other health condition/s which may adversely affect your fitness to undertake pupillage or to practise as an advocate or which the JSA should know about in order fairly and properly to assess your application?	Yes	No
	If yes, give details:		
52.	Make full disclosure of any other facts or circumstances which may have a bearing on your fitness to undertake pupillage or to practise as an advocate or which the JSA should know		

	about in order fairly and properly to assess your application.

**Next of kin**

53.	Next of kin:	
	Relationship:	
	Phone no:	
	Fax no:	
	Cell no:	
	Email address:	

**Declarations and undertakings**

54.	I declare that:		
	The information provided in this application is complete, true and correct, including in respect of my financial arrangements and any need for assistance.	Yes	No
	I have not been guilty of any dishonest or other improper conduct which may render me unsuitable or disqualify me from being accepted as a pupil, admitted as an advocate or admitted as a member of the JSA. No investigation relating to any such conduct is pending against me.	Yes	No
	No fact or circumstance which ought to be considered by the JSA to enable it fairly and properly to decide on my fitness to be admitted as a pupil has been withheld by me.	Yes	No
	I have read, understand and undertake to comply with the information contained in the information schedule.	Yes	No

	I have read, understand and undertake to comply with the information contained in the document entitled "Johannesburg Society of Advocates: pupillage selection process" which is available on the JSA website.	Yes	No
	I accept and agree to be bound by the conditions and requirements of application for pupillage that the JSA and the GCB have set, including those contained in this application form and the information schedule.	Yes	No
	I attach to this application each of the documents listed in paragraph 4 of the information schedule.	Yes	No
	Should I be selected to serve pupillage at the Johannesburg Bar, I undertake to comply with all the requirements of the JSA and its pupillage programme.	Yes	No
	I have been fully vaccinated against Covid-19, i.e. I have received my primary series of Covid-19 vaccines, whether that is one dose (for instance Pfizer-BioNtech) or two (for instance Johnson & Johnson) and any booster dose.	Yes	No
55.	I undertake that:		
	During my pupillage I will abide by the rules of the JSA and any directions and decisions of the JSA, its Pupillage Committee, the GCB and the NBEB.	Yes	No
	During my pupillage I will present myself at my mentor's chambers each business day and complete such pupillage training-related tasks as they may assign to me.	Yes	No
	During my pupillage I will attend such percentage of pupillage training-related lectures as may be determined by the JSA and will fully and properly prepare for and participate in all advocacy training workshops.	Yes	No
	Save to the extent that I may in law be compelled to do so, I will not, during or after the period of my pupillage, disclose to any person any information obtained by me during the course of my pupillage concerning the affairs of my mentor or any other advocate with whom I might work as a pupil or concerning the affairs of any attorney or client.	Yes	No
SIGNATURE OF APPLICANT:		DATE:	

