



PUPILLAGE GATEWAY

Applicant User Guide

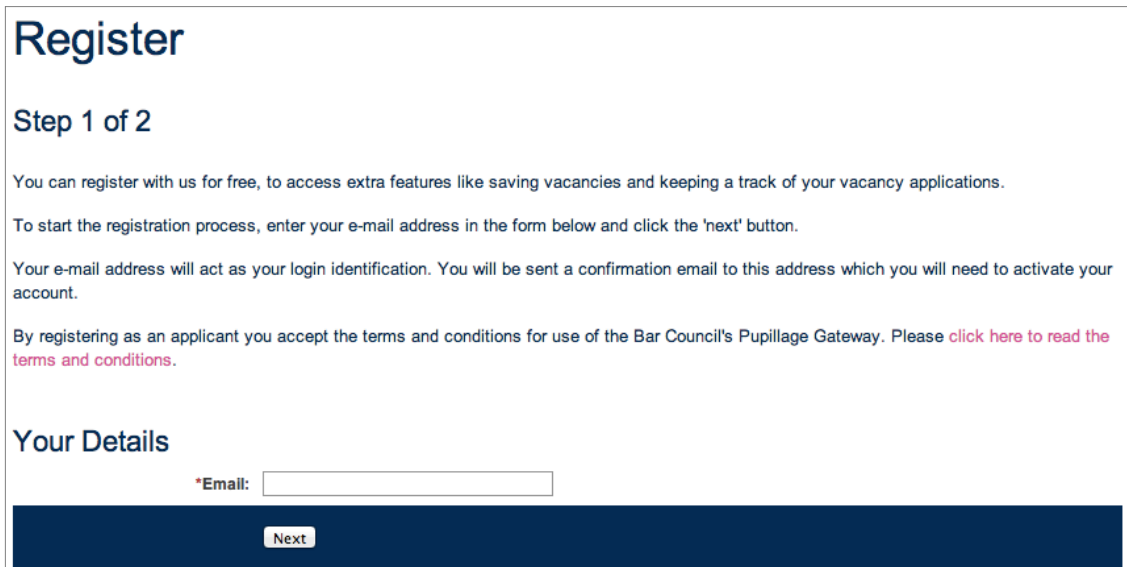
Before applications start	3
Registering for an account on the Pupillage Gateway	3
Activating your account	4
Resetting your password	4
Logging in	4
Searching for pupillage vacancies	5
Bookmarking pupillage vacancies	5
Creating Saved Searches	6
Using the Practice Application Form	7
If you have applied before	7
If you are applying for the first time	7
During the application period	8
Starting an application	8
Moving through an application	8
Saving an application	10
Resuming a saved application	10
Submitting an application	10
Editing a submitted application	11
After the application period	11
Checking the status of your applications	11
Booking interviews online	12
Further help & support	12
Technical queries	12
Questions about pupillage	13

Before applications start

Registering for an account on the Pupillage Gateway

To register please follow these 4 easy steps:

1. Visit pupillagegateway.com and click on Sign Up in the menu
2. Enter your email address in the field provided and click the Next button



Register

Step 1 of 2

You can register with us for free, to access extra features like saving vacancies and keeping a track of your vacancy applications.

To start the registration process, enter your e-mail address in the form below and click the 'next' button.

Your e-mail address will act as your login identification. You will be sent a confirmation email to this address which you will need to activate your account.

By registering as an applicant you accept the terms and conditions for use of the Bar Council's Pupillage Gateway. Please [click here to read the terms and conditions](#).

Your Details

*Email:

Next

Figure 1 - Step 1 of the registration process

3. Fill out your details on the next page and click the Register button
4. Check your email inbox for the activation email – this should appear within minutes – and click the link to finalise your registration.

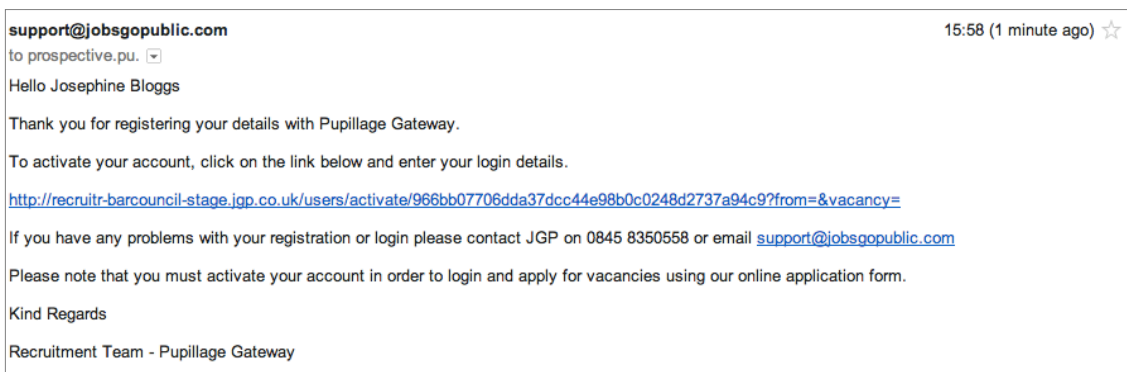


Figure 2 – An example activation email. Click the link to activate your account.

Activating your account

When you register for an account the system generates an activation email which should appear in your inbox within minutes (frequently much faster).

Simply click the link in this email to finish creating your account.

If the email does not appear please check your spam or junk mail folder.

Should you have any problems activating your account please contact the jobsgopublic Support Team on 0207 427 8250 or support@jobsgopublic.com

Resetting your password

If you have previously registered for an account and cannot log in, please try resetting your password by taking the following steps;

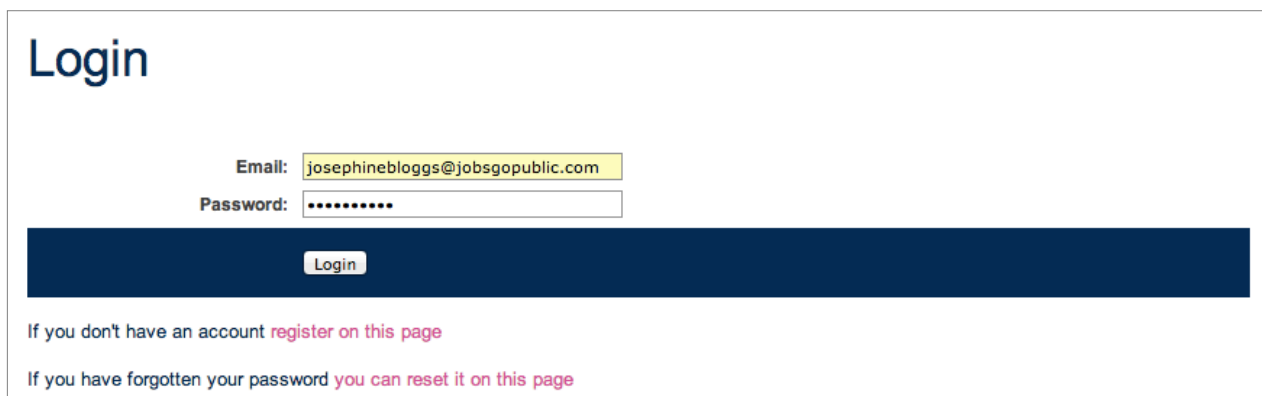
1. Visit the Pupillage Gateway site and click Login in the menu
2. Click the 'If you have forgotten your password' link under the login button
3. Enter the email address you registered with on the next page.

The system will email you a link to a page where you can securely choose a new password. Please check your emails for this link and follow the on-screen instructions.

Logging in

Once you have registered and activated your account you will be able to login using the email address and password you set when registering.

If you have forgotten your password please click the Forgotten Password link under the login form and enter your email address. The system will email you a link to reset your password.



Login

Email:

Password:

If you don't have an account [register on this page](#)

If you have forgotten your password [you can reset it on this page](#)

Figure 3 – the login area. Enter your email and password to log in to the Pupillage Gateway

Searching for pupillage vacancies

To search for pupillage vacancies, click Search & Apply on the menu.

If you would like to see more Search options, click the Advanced Search link:

For more options, try the [Advanced Search](#)

Enter your desired criteria in the form and click the Search button.

The resulting list of pupillage vacancies can be sorted by title, closing date or date posted by clicking the filter links at the top of the list.

Your pupillage search results

Showing 33 vacancies.

Sort by:

Title
 Closing Date
 Posted

SKB Chambers - Pupillage 2013 Bookmark 

London
 30/04/2013 (67 days)
 Posted today
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi aliquet suscipit lorem, a dapibus eros sagittis ut. Donec tempor molestie nisl, quis semper velit varius nec. Ut molestie dui vitae felis...

Figure 4 – the search results page. Click Title, Closing Date or Posted to sort your results.

Bookmarking pupillage vacancies

It is possible to bookmark pupillage vacancies for your reference later in the process, creating a list of pupillages you are interested in applying for.

To do this, first ensure you are logged into your Pupillage Gateway account.

Next click the Bookmark link next to a vacancy.



Figure 5 – the Bookmark link & star icon on a pupillage vacancy listing. Click this to bookmark the vacancy

Previously bookmarked vacancies will appear with a star next to them in any future searches.

A full list of bookmarked vacancies can be found by clicking the Bookmarked Vacancies link in the menu bar.

Creating Saved Searches

A 'Saved Search' is a saved set of pupillage vacancy criteria, used for two reasons:

1. To allow you to store your preferred criteria so you do not have to fill in the search form every time you visit the Gateway, and
2. To send you email alerts when new pupillage vacancies matching your criteria are advertised on the Gateway.

To create a Saved Search, first log in to your Pupillage Gateway account.

Click on 'Search and apply' in the left-hand menu.

Enter your desired criteria in the search form and click the Search button.

Scroll to the bottom of the search results, to the heading Saved Searches.

Figure 6 – the Saved Searches heading found under your list of search results

Enter a name for your saved search and click Save.

You can run or edit your saved search by clicking on Account and scrolling to Saved Searches – click Edit next to your search to change your criteria.

New Saved Searches will automatically be set up to email you (up to once a day) with new pupillage vacancies that match your criteria. Emails can be turned off by editing the Saved Search in your Account page.

Using the Practice Application Form

The Practice Application Form allows you to prepare your application information online before the application period starts.

Data entered into this practice application form will be copied to the first application you make when the submissions window opens, so filling in correct data can save you time when you apply for real pupillage vacancies.

Note that the online practice application form does not include the open application questions, to prepare these offline you should use the sample application form which can be downloaded as a PDF from the Practice Application Form page.

If you have applied before

If you applied in 2015, the Practice Application Form will recall the details from your last submitted application form.

As you move through the form you will be able to edit or add to this information. Any additional employment or education history you would like to enter will rearrange into date order as you save the page or move to the next page.

PLEASE NOTE – the practice application form updates your saved data, so it is not advised to fill in test or placeholder information, as this will then appear on your real pupillage applications.

Once you're happy with the information you have entered there's no need to submit the form – anything saved into the practice form will be present when you start your first pupillage application.

If you are applying for the first time

If you have not previously applied using the Pupillage Gateway, the Practice Application Form will be blank, allowing you to fill in your application details.

Move through the pages of the application form completing the fields with your application details – once the required fields (marked with an asterisk) are

completed, the form will save every time you press Next/Previous Step to change pages.

PLEASE NOTE – the practice application form updates your saved data, so it is not advised to fill in test or placeholder information, as this will then appear on your real pupillage applications.

Once you're happy with the information you have entered there's no need to submit the form – anything saved into the practice form will be present when you start your first pupillage application.

During the application period

Starting an application



The system is designed to recall details from your previously submitted applications into new applications. **To ensure you do not have to enter the same details more than once, please create, finish and submit your first application before beginning subsequent applications.** You can edit applications after you have submitted them if required: please see the section below detailing how to do this.

To start an application for a pupillage vacancy, first navigate to the vacancy details page. To do this from the search results list, click the title of the vacancy. To do this from your bookmarked vacancies list, click the title of the vacancy.

At the bottom of each eligible vacancy there will be a link to Apply Online. Click this link to begin your application.

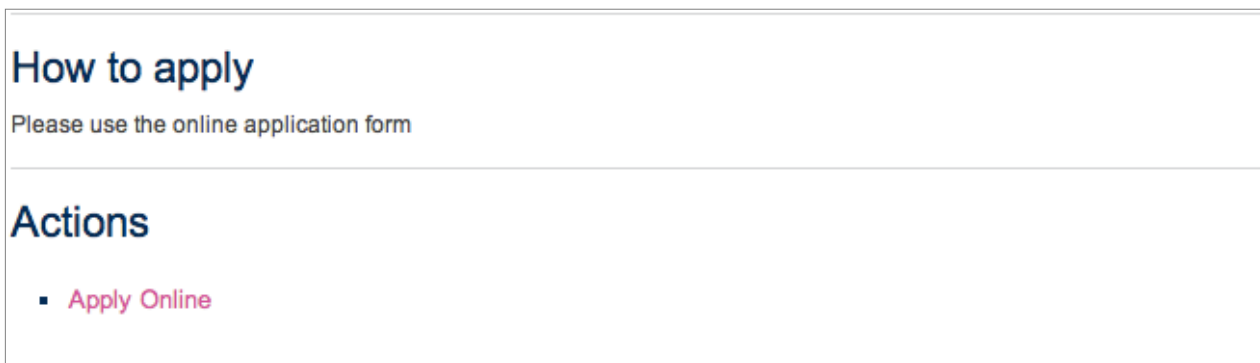


Figure 7 – the Apply Online link at the bottom of a pupillage vacancy listing. Click this to begin an application

Moving through an application

Once you have started an application you can move between the pages in any order you wish by either clicking the page title at the top, or choosing a page and clicking Save and Go to Next Page at the bottom.

Online Application

Position applied for: SKB Chambers - Pupillage 2013
 Employer: SKB Chambers
 Reference Number: SKBC/13/61

1. Personal Details	✔ 6. References
<input type="checkbox"/> 2. Education	✔ 7. Pupillage Application Questionnaire
✔ 3. Employment History	✔ 8. Equal Opportunities Monitoring
✔ 4. Skills, Memberships and Professional Qualifications	✔ 9. Declaration
✔ 5. Responsibilities, awards and interests	

Step 1 of 9 - Personal Details
 Welcome to our Online Application Form

Figure 8 – the page titles shown at the top of the online application form. Click a page to move to it.

Step 2: Education ▾ Save and Go to Next Page Save and Continue Later

Fields marked with an asterisk (*) are required

Figure 9 – choose a page from the dropdown and click Save and Go to Next Page to move to this page, saving your progress so far.

Moving to another page will save the work you have done on the previous page.

Please note: because some fields are required to be complete before an application can be saved (marked with a red asterisk symbol), you will need to enter data in these fields before you can move off some pages. If you're not ready to fill these fields in, typing dummy data – e.g. 'test' or similar – will allow you to change pages.

Alternatively, you can click Save and Continue Later, which will save your progress and exit the form without checking required fields are complete.

There was an error with your form.

Step 6 of 9 - References

Please give details of at least two people who can provide a reference for you. At least one of these should be an Academic or Work reference.

Reference	Remove
<p>*Name: <input type="text" value="Mrs Bloggs"/></p> <p>*Position Held: <input style="border: 1px solid red;" type="text"/> Please enter a position</p>	

Figure 10 – an example of an error preventing the application from saving or moving pages. Add text in the field highlighted in red to save and move pages or click Save and Continue Later to save and exit.

Saving an application

The application form will save every time you click to move between pages (as long as no required fields are left blank: see above).

If you wish to save your form and exit the process please click the Save and Continue Later button.

This will save the form and return you to your account.

Resuming a saved application

Saved applications are stored in the application history inside your account.

To resume an application click 'Your Account' in the menu bar and scroll to the 'Current Applications' list.

Current Applications	
Pupillage Vacancy Title	Status
SKB Chambers - Pupillage 2013 Incomplete application	Applicant Editing Application Continue application Remove application

Figure 11 – the Current Applications list shows pupillage applications created this year.

Click the Continue Application link next to your form to continue working on it.

Submitting an application

When you have completed your application the final step will allow you to review all your details on one page.

If you are happy with the form scroll to the bottom of this page and click Submit Application to submit it for consideration.

Declaration

The information that I have provided is correct to the best of my knowledge.

I agree to the processing of the information that I have provided in accordance with the Data Protection Act 1998.

You will be asked to sign this form if you are invited for interview

[Previous Step](#) [Send Application](#) [Save and Continue Later](#)

Figure 12 – click Send Application to submit your application form.

Editing a submitted application

Should you wish to update information on a submitted application please take the following steps;

1. Login to your Pupillage Gateway account
2. Click Your account in the menu
3. Find the application you wish to edit under the Current Applications heading
4. Click the Edit link next to this application – this withdraws your application temporarily while you make changes
5. Make your changes to the application form and go to the final step
6. Resubmit the application by clicking the Send Application button.

After the application period

Checking the status of your applications

As chambers begin shortlisting applications the status of your applications will update in your account to reflect the stages they have currently reached.

You can see the latest status by clicking on Your Account then scrolling to the Current Applications list.

As different chambers will shortlist and recruit differently please contact them directly with any questions you may have about the process or status of your application.

Booking interviews online

If you have been asked to attend an interview, some chambers may ask you to choose a time slot in your Pupillage Gateway account. To do this, first log in to your account. Click on Account in the left-hand menu and scroll to your Current Applications list.

Current Applications	
Pupillage Vacancy Title	Status
SKB Chambers - Pupillage 2013	Interviews available to be booked
	View application Withdraw application Manage Interviews

Figure 13 – the Current Applications list, showing an invitation to book an interview slot

Click Manage Interviews to visit the Interviews screen:

Interview Management	
Pupillage Vacancy Title	Status
You have no current interviews.	
Interview Scheduling	
SKB Chambers - Pupillage 2013	Interviews Available: <input type="text" value="Please select"/>
	<input type="button" value="Book"/>

Figure 14 – the Interviews screen, showing any currently booked interviews and any interviews you have not yet chosen a time slot for.

Under Interview Scheduling you will see a dropdown list of available time slots for your interview. Select your desired time and click the Book button. Any interviews that you have already been scheduled for will show in the Interview Management list.

Further help & support

Technical queries

The Jobsgopublic support team are available from 9am to 5.30pm, Monday to Friday, to help with any technical questions or issues.

The team can be contacted on support@jobsgopublic.com or 0207 427 8250.

Questions about pupillage

Enquiries regarding any aspect of pupillage or the application process that do not relate to technical matters should be directed to the Bar Council at pupillagegateway@barcouncil.org.uk or 020 7611 1430