



PIUS LANGA SCHOOL OF ADVOCACY

**PUPILLAGE APPLICATION FORM**

– Please familiarise yourself with the Application Process at page 8 -10 before completing this form –

**A. Applicant's Personal Information**

Full Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
*First Last*

Address: \_\_\_\_\_  
*Street Address*  
\_\_\_\_\_  
*City Province Postal Code*

Phone / mobile: \_\_\_\_\_ Email \_\_\_\_\_

ID / Passport No.: \_\_\_\_\_ Race \_\_\_\_\_ Gender Identity: \_\_\_\_\_

Do you have a recognised disability YES  NO  If yes, nature of disability: \_\_\_\_\_

Next of kin (relationship): \_\_\_\_\_ Phone \_\_\_\_\_

Year of pupillage applied for: \_\_\_\_\_

Are you a citizen of South Africa? YES  NO  If no, legal status in SA: \_\_\_\_\_

Do you have a criminal record? YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a civil judgment against you? YES  NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Education**

Tertiary Institution	Years (From-To)	Did you graduate?	Degree conferred

**C. Professional References**

*Please list three professional references & attach the letters of reference to this application.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_



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**D. Previous Employment**

If you were employed as a practicing attorney, indicate the percentage of your work that involved litigation.

**Company 1:** \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job Description: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company 2:** \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job Description: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company 3:** \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job Description: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company 4: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Job Description: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Leadership positions**

- 1. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_

**F. Publications and/or personal achievements**

- 1. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_ MM / Year: \_\_\_\_\_



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**G. Transformation / Community service initiatives**

*Please include a description of your personal role / responsibilities*

1.

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MM / Year:

2.

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MM / Year:

3.

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MM / Year:

**H. Group at which you would like to complete pupillage**

PABASA has Groups situated in the following cities: Pretoria, Johannesburg, Bloemfontein & Mthatha. The School and library premises are located in Sandton, Johannesburg but most lectures are convened online. Please indicate which Group you would prefer to complete your pupillage. We will attempt to accommodate your choice taking into account the preferences of the Group and the number of mentors available at the Group.

Location at which you would prefer to complete pupillage: \_\_\_\_\_

**I. Financial means to complete the 12-month pupillage program**

Note that pupils are unemployed for the year of pupillage and are not permitted to carry on practice or you are not allowed to hold any other employment, whether on a full-time or part-time basis during the pupillage year. The Legal Practice Council from time to time offers a stipend to pupils who qualify, on application. Application for the LPC stipend must be made independently and directly to the LPC.

PABASA will offer a stipend to pupils accepted into the pupillage programme. The amount of this stipend is evaluated each year and the amount for 2021 is R2,500 per month.

Do you require financial assistance?

YES

NO

**J. Reasons for wanting to become an advocate (no more than 600 words)**

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**PREFERRED MENTOR** (if any): \_\_\_\_\_ Have you approached your preferred mentor? \_\_\_\_\_

*You do not have to have selected a mentor in order to be accepted into pupillage. However, the mentor named must be a member of PABASA.*

**PROFESSIONAL CONDUCT:** 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? Is there any complaint made against you which is still pending / under investigation?

YES  NO

If yes, explain

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**K. Document checklist (certified copies)**

Please attach the following documents to your application:

	YES	NO	If No, provide reason:
I. Identity document / passport:	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
II. Degree certificates (for all degrees obtained):	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
III. Academic transcripts (for all degrees obtained):	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
IV. Certificate of Conduct from the Dean of your Law School	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
V. Three professional reference letters:	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
VI. Curriculum vitae ( <u>no more than 4 pages</u> )	<input type="checkbox"/>	<input type="checkbox"/>	_____
	YES	NO	If No, provide reason:
VII. Proof of admission (certificates & Court order) as a legal practitioner	<input type="checkbox"/>	<input type="checkbox"/>	_____

\* NOTE: should you be called for an interview, you will be required to bring original documents with you.

**NB: All applications are to be emailed to [pupillage@pabasa.co.za](mailto:pupillage@pabasa.co.za) by no later than 30 June 2021 at 16h00. No hardcopy applications will be accepted.**

**The Pius Langa School reserves the right not to process any late application or incomplete applications.**

**L. Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to my selection as a pupil, I understand that false or misleading information, provided in my application, and/or documents submitted therewith, or subsequent interview, may result in my exclusion from the pupillage programme.*

Signature: \_\_\_\_\_

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

## THE APPLICATION PROCESS

### COMPLETING THE APPLICATION FORM

1. The School encourages typed applications. If you are unable to submit a typed application form, please ensure that every word is legibly handwritten. If the form does not provide enough space for you to answer a question, use a separate page. 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 separate page is headed with the relevant section and paragraph number.
2. An application will only be considered if it is electronically delivered, with all required attachments (See checklist Section K i – vii) to the Pius Langa School (“the School”) e-mail address: [pupillage@pabasa.co.za](mailto:pupillage@pabasa.co.za) by the closing date 30 June 2021 at 16h00.
3. This guideline document should not be included in your application form.
4. It is your responsibility to ensure that you attach all of the required attachments. Failure to do so may result in your application being rejected. Kindly note:
  - 4.1. all copies provided must be certified copies of the original documents
  - 4.2. with respect to your academic record/ transcript, we note:
    - 4.2.1. The record must be provided whether or not you have graduated (if your degree is incomplete, provide your academic record to date);
    - 4.2.2. 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 the School will not be able fairly to assess your application.
  - 4.3. If you are unable to obtain certified copies of any documents (for example: a testimonial or certificate from the Dean of your Law School) you must provide written explanation for this omission and request a waiver of this requirement.
  - 4.4. Do not attach any documents that are not required by the application form.





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5. Section C of the application form requires professional references from three referees. This will usually exclude family member and acquaintances. The reference letter should set out *inter alia*:
  - 5.1. how the writer knows the applicant;
  - 5.2. the applicants academic achievement and whether there were circumstances inhibiting the applicant's fulfilment of the applicant's academic potential (including disability or socio-economic circumstances);
  - 5.3. the applicant's legal experience / expertise and extent to which their work involved litigation;
  - 5.4. the applicant's commitment transformation and their community involvement;
  - 5.5. the applicant's leadership abilities (well roundedness and life experience); and
  - 5.6. other relevant information such a clarity of thought, analytical ability, persuasiveness and professionalism.
6. Section J of the application form asked the applicant to name their preferred mentor. The LPA requires that each pupil has an advocate mentor for the year of pupillage and a mentor is not allowed to have more than one pupil registered to them at any point in time. If you are unable to do so or your chosen mentor has already accepted a pupil for 2022, the School will assign a mentor to you.
7. Should you wish to withdraw your pupillage application, you are requested to inform the School Manager in writing via e-mail at [schoolmgr@pabasa.co.za](mailto:schoolmgr@pabasa.co.za) and [pupillage@pabasa.co.za](mailto:pupillage@pabasa.co.za), as withdrawn applications affect the administration and evaluation processes.

#### OVERVIEW OF THE PROCESS

8. The closing date for applications is 30 June 2021 at 16h00. We encourage applicants to submit their applications well before the closing date. Applicants are not guaranteed a place in the pupillage programme. Unfortunately, the School cannot accommodate the number of applicants

who apply for pupillage in any given year. Should you not be selected for 2022, you may apply again for the 2023 year.

9. The applications will be evaluated by a team(s) of PABASA members. Shortlisted pupils will be requested to an interview by a panel(s) of PABASA members. This is scheduled to take place over some of the weekends in August 2021. Interviews will be held in Sandton or online. If you are shortlisted for an interview, you will be advised of the date, time and venue for your interview. Please note that due to the volume of application received, only shortlisted applicants will be contacted. If you do not hear from the School by 2 August 2021, you may consider your application as unsuccessful.
10. The selection criteria and processes are determined by the School Board from time to time. These criteria and processes are designed to promote the goals of excellence and transformation in the profession. Because of the importance of the goal of transformation, applicants are requested in Section A of the application form to state their nationality, race, gender identity and any disability.
11. If you are accepted for pupillage in 2022, you will be notified via e-mail during September 2021.
12. If you accept the offer of pupillage at the School you will be required to:
  - 12.1. pay a registration fee of R 3,500.00 by 20 December 2021;
  - 12.2. attend a compulsory introductory lecture; and
  - 12.3. sign the LPC contract of pupillage with your mentor in January 2022. It is your responsibility to ensure that the pupillage contract is lodged with the LPC within 3 months of signature.
13. Pupillage usually commences during the second week of January and is a full-time, year-long training programme. During the year of pupillage:
  - 13.1. lectures are scheduled over the months January to May, mock exams are scheduled in July and the LPC national Bar exams are set down for September each year. Note that lectures may be held after hours or on weekends and pupils are expected to make the necessary arrangements to attend the lectures and advocacy training sessions.
  - 13.2. you are required to avail yourself at your mentors chambers on business days and complete such pupillage training-related tasks as your mentor may assign to you. [END]