



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	Name of 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.

MM / Year:

2.

MM / Year:

3.

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 SASSETA 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 2024 is R 3000 per month.

Do you require financial assistance? YES NO



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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 by no later than 30 June 2023 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 by the closing date 30 June 2023 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.
5. Section C of the application form requires professional references from three referees. This will usually exclude family members and acquaintances. The reference letter should set out *inter alia*:



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- 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 asks 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 2024, 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 and 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 2023 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 this year, you may apply again in the following 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 2023. Interviews will be held in person or online. If you are shortlisted for an interview, you will be advised of the date and time for your interview. Please note that due to the volume of application received, only shortlisted applicants will be contacted.
10. **If you do not hear from the School by 11 August 2023, you may consider your application as unsuccessful.**
11. 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.
12. If you are accepted for pupillage in 2024, you will be notified via e-mail within two weeks of the interviews.
13. If you accept the offer of pupillage at the School you will be required to:
 - 13.1. pay a registration fee of R 3,500.00 by 01 December 2023;
 - 13.2. sign the LPC contract of pupillage with your mentor in January 2024. It is your responsibility to ensure that the pupillage contract is lodged with the LPC within 3 months of signature.
14. Pupillage usually commences during the second week of January and is a full-time, year-long training programme. It is a rigorous and demanding period. During the year of pupillage:
 - 14.1. lectures are scheduled over the months January to May, Bar exams are scheduled in June 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.
 - 14.2. 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. It is expected that pupils are able to balance the coursework requirements and the work expectations of mentors for the full year of pupillage.

[END]