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**Application for Readmission**

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| --- | --- |
| Title |  |
| First name |  |
| Middle name(s) |  |
| Surname |  |
| Date of birth |  |
| Email address |  |
| Mobile phone number |  |
| Home address |  |
| Home phone number |  |
| Professional address |  |
| Professional phone number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Undergraduate/postgraduate degree qualification(s)** | | | |
| **University** | **Degree** | **Class** | **Date awarded** |
|  |  |  |  |
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**CRIMINAL RECORD CHECKS**

**As of July 2021, the Bar Standards Board requires that all those applying for Readmission undergo a Standard UK Disclosure and Barring Service (DBS) criminal record check. Additionally, those who have resided in a country/countries outside of the UK for 12 months or more (regardless of your nationality), at any point during the 5 years preceding their application for Readmission, will need to undergo the equivalent international criminal record check/s.**

Collectively, the Inns of Court have engaged an experienced external company, Due Diligence Checking Ltd (DDC), to administer the process of obtaining the necessary checks.  The Inn will refer applicants to DDC to start this process, after the Readmission application has been submitted.

* Full details including costs are available on the [Call webpage](https://www.middletemple.org.uk/node/388) - please download the Call guidance and read the section on criminal record checks.
* The triggers for an international check in a particular jurisdiction are having resided in a particular country for either 12 months continuously in the last 5 years or 12 months cumulatively in the past 5 years.

**By signing this form I confirm that:**

* **the details provided are accurate and complete**
* **I understand that my name and contact details will be provided to DDC Ltd for the purposes of undergoing criminal record checks**

Date Click or tap here to enter text.

Signature Click or tap here to enter text.

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**Admission Declaration – amended for Readmission**

The purpose of this declaration is to ensure you have understood the regulations and requirements for becoming a practising barrister in England and Wales. You must be honest in this declaration and disclose the information requested.

Please refer to the [BSB website](https://www.barstandardsboard.org.uk/) which has information for students when completing this declaration.

**What information is asked?**

The questions on this declaration are being asked to ensure that you can uphold the Core Duties which underpin the behaviour expected of barristers. These Core Duties are set by the Bar Standards Board. In deciding whether someone can uphold the Core Duties consideration is given to whether they are fit and proper. **Disclosures will not automatically result in an application being refused.** To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested:

* Criminal Offences;
* Academic History;
* Regulatory history; and
* Other behaviour.

**How will my information be handled?**

Your data will be processed in accordance with the Inn’s data protection policy for the administration of its membership records and to achieve its obligations as set out in a Memorandum of Understanding agreed with the Bar Standards Board, Council of the Inns of Court and other Inns of Court. If you would like more information on the legal basis for the processing of your information, please contact the Inn.

**What should I do if I want help in completing my Admission Declaration?**

We are committed to ensuring that everybody finds it easy to communicate with us and to complete this Declaration. We will make reasonable adjustments so that people with disabilities find it easy to complete any forms relating to their admission and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

You must answer every question in this declaration and provide any information marked with an asterisk.

**Personal details**

MyBar Reg Number (if available) Click or tap here to enter text.

Last name\* Click or tap here to enter text.

First name\* Click or tap here to enter text.

Middle name(s) Click or tap here to enter text.

Title (Mr, Mrs etc.) Click or tap here to enter text.

Date of Birth\* Click or tap here to enter text.

Question 1 – Have you previously been a member of an Inn, been refused membership of an Inn or been expelled from an Inn?





If you have answered ‘yes’, use the space below to provide the relevant details and attach any supporting documents.

**Fit and proper person checks**

In order to be Called to the Bar, a person must be a fit and proper person to become a practising barrister. There are two points at which the Inn checks that there is nothing that would call into question your fitness to become a practising barrister.

First, before joining the Inn: You are required to make this Admission Declaration. Once you are a student member, you have an ongoing duty to report to the Inn any matter that might call into question whether you are a fit and proper person to become a practising barrister.

Second, before being Called to the Bar: You will have to make a second declaration when you apply to be Called. For those wishing to be Called on or after 1st July 2021 the Bar Standards Board also requires a ‘Standard’ DBS check and the international equivalents for all candidates. The Inn will use the resulting certificates, along with other information set out in this declaration and the Call Declaration, and subject to the Bar Standards Board decision-making [guidelines](https://www.barstandardsboard.org.uk/uploads/assets/f20115e1-15c8-44b9-a171ffeb42ad2092/MOU-Schedule-1-Guidelines-for-Fit-and-Proper-Person-checks-v2.pdf), to help it to determine whether you are a fit and proper person to become a practising barrister.

~~Question 2 – Do you understand that when you apply to be Called you will need to comply with the Inn’s process for administering the criminal records checks, and if you do not comply, you will not be Called?~~

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Question 3 – Do you have any spent or unspent convictions, cautions, or final warnings in the UK or any other country, save those which are ‘protected’ by law?

Before answering this, please read the information for students on criminal records disclosures on the Bar Standards Board website. Note you are **not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.





If you have answered ‘yes’, use the space below to provide any relevant details.

Question 4 – Are you, or have you ever been, subject to any investigations or proceedings by a higher education institution? This includes any current or pending academic or misconduct complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.





If you have answered ‘yes’, use the space below to provide any relevant details.

Question 5 – Are you, or have you ever been, subject to any investigations or proceedings by a professional or regulatory body? This includes any current or pending complaints, proceedings or actions and/or previous investigations or proceedings where the complaint has been upheld. There is no requirement to declare matters where there has been an investigation and the complaint was not upheld.





If you have answered ‘yes’, use the space below to provide any relevant details.

Question 6 – Do you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister?





If you have answered ‘yes’, use the space below to provide the relevant details.

Question 7 – Are you, or have you ever been, the subject of an arrangement with a creditor or entered into an individual voluntary arrangement with creditors? An arrangement includes but is not limited to the following: bankruptcy order[[1]](#footnote-1), debt relief order[[2]](#footnote-2), or directors disqualification order[[3]](#footnote-3).





If you have answered ‘yes’, use the space below to provide the relevant details.

Question 8 – Are there any other matters which might reasonably be thought to call into question your fitness to become a practising barrister? This includes but is not limited to civil injunctions or criminal orders.

Note you are **not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.





If you have answered ‘yes’, use the space below to provide the relevant details and attach any supporting documents.

**By signing this declaration:**

1. I confirm that I have read the supporting information for students on the BSB website before completing this declaration; and
2. I confirm that all the information contained in this declaration and any other information provided in support is true to the best of my knowledge and belief; and
3. I understand that if this declaration or any other information provided in support of my application for membership is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute a disciplinary matter or professional misconduct; and
4. ~~I confirm that should any information within this declaration change prior to being Called to the Bar, I will notify the Inn; and~~
5. ~~I confirm that as long as I remain a student member of the Inn, I will comply with the Inn’s rules.~~ I confirm that I will ~~also~~ comply with the Bar Standards Board Handbook ~~in so far as it applies to me; and~~
6. ~~If I am a student member, I confirm that I will commence the vocational component of training for the Bar within six years of admission to the Inn and will complete the vocational component within five years of commencing that component. I understand that if I fail to comply with either of these requirements, my membership of the Inn will cease on the expiration of either period, except where there has been a successful application to the Inn for the relevant time limit/s to be extended.~~
7. ~~If I am a transferring lawyer, I confirm that I will complete all requirements for Call as set out by the Bar Standards Board within 2 years of admission to the Inn. I understand that if I fail to comply with this requirement my membership of the Inn will cease except where there has been a successful application to the Inn for the relevant time limit to be extended.~~

Date Click or tap here to enter text.

Signature Click or tap here to enter text.

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**Data Protection**

The Honourable Society of the Middle Temple (the Inn) processes and stores personal information in accordance with the Data Protection Act 2018 and the Inn’s Data Protection Policy, which can be viewed here. The Inn’s Privacy Policy can be viewed here.

By submitting your application for membership of the Inn, you are agreeing to the Inn storing and using your data to administer your membership, including to inform you about educational and membership services and events, to inform you about developments within or pertaining to the profession, for the management of committees you might become involved with, for the processing of financial transactions and maintaining accounts, for the management of enquiries and complaints, and to produce summary information for statistical, regulatory and audit purposes. The information that the Inn holds is mainly provided by yourself, but may also be collected from other sources such as references or information already in the public domain. The information will be held securely and will only be accessed by Inn staff with appropriate permissions. By submitting this form you are agreeing to this data being kept and used for the duration of your membership and that some of that information may be kept permanently by the Inn for historical purposes.

You have a right to change or access your information at any time. **It is your responsibility** to update this information or notify the Inn of any changes to your personal details so that the information that we hold on you is accurate and kept up to date.

If you have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please contact the Inn’s Data Protection officer at the following email address: [Data.protection@middletemple.org.uk](mailto:Data.protection@middletemple.org.uk) or by writing to Data Protection Officer, The Honourable Society of the Middle Temple, Treasury Office, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

*Third Parties*

Your information will not be distributed to third parties unless it is anonymised, you give us explicit consent to do so, we are required to do so under a statutory or legal obligation, or are permitted to do so by the Data Protection Act. There are a small number of reasons where we may need to share some of your information with Third Parties for processes essential to managing your membership. In order to manage admission and scholarship applications, disciplinary proceedings, and Call to the Bar, we will need to share some of your basic information with the General Council of the Bar (also known as the Bar Council) and the other Inns of Court. For example, we will need to share your name and which Inn you have applied to/are a member of should your application for admission be unsuccessful or if you are found guilty of misconduct that results in your expulsion from the Middle Temple. This is to comply with Bar Standards Board regulation (Section B2, Rule rQ11) which states that applicants who are not approved for membership or who are expelled from an Inn of Court are not allowed to apply for re-entry into any Inn of Court for a time period of at least five years following the rejection or expulsion. We will also provide the Bar Council with some equality information, if provided, for statutory purposes.

By submitting this form you are consenting to us processing and, in some instances, sharing your information as detailed in this application form.

*Photographs at events*

Please be aware that photography, audio and video recording may take place at our events. These may be used for promotional purposes by the Inn, including in printed publications, on our website, and on our social media accounts. If you do not wish to have your photograph taken at events or to have images of you used, please contact the Data Protection Officer, using the contact details above, so that we can add this information to your member record. You will be given further opportunities to opt out of being photographed each time you book an event and also during events when photographs are being taken. We are unable to guarantee that you will not be included in the background of photographs that are being taken.

If you want to view the Inn’s Data Protection Policy, have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please visit the Data Protection page on our website for information <http://www.middletemple.org.uk/about-us/data-protection>

**Please check box to acknowledge that you have read the above information and understand how the Inn will process and store your personal information.**

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. 1 A “bankruptcy order” includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-1)
2. For this purpose, a “debt relief order” includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world. [↑](#footnote-ref-2)
3. 3 A “directors disqualification order” includes a disqualification order made by a court, or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world. [↑](#footnote-ref-3)