
Application Submission

27 messages

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: "eustace@3boltcourt.com" <eustace@3boltcourt.com>

23 November 2024 at 12:37

Good Afternoon,

My name is Shaunagh Thompson, and we have been messaging on Indeed regarding the Barrister Clerk position. This email follows our recent conversation.

Thank you for your response and for providing the email address. Please find attached a copy of my CV and covering letter for your consideration.

I am so pleased to be considered for the role and look forward to proceeding with the brief telephone interview. I am available at any time that is convenient for you.

I look forward to hearing from you soon.

Kind regards,
Shaunagh Thompson

2 attachments



Barristers Clerk CV.docx
21K



Barristers Clerk Covering Letter.docx
15K

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

19 June 2025 at 05:12

Dear Shaunagh

We note that you applied for the Role of a Barrister Clerk last year

We have opportunities for this position, should you still be interested

Do let us know

Regards

Eustace Forjour (BA Hons)
Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

19 June 2025 at 08:15

Good Morning,

I'm very pleased to hear there are new opportunities for the Barrister Clerk role, and would like to be considered for the position.

Please find an updated CV and cover letter attached to this email. I continue to build on my skills through volunteer work and self-directed study, and I remain very enthusiastic about starting a meaningful career within Chambers.

Please don't hesitate to get in touch if you need any further information from me.

Kind regards,
Shaunagh Thompson

Sent from [Outlook for Android](#)

From: Eustace Forjour <eustace@3boltcourt.com>
Sent: Thursday, June 19, 2025 5:12:45 AM
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>
Subject: Re: Application Submission

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2 attachments

 **Barrister Clerk Cover Letter.docx**
15K

 **Barristers Clerk CV.docx**
20K

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

23 June 2025 at 04:21

Dear Shaunagh

Thank you ever so much for your CV and Cover Letter

Please let me know if you are available for a telephone conference on Tuesday at around 7pm?

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



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shaunagh thompson <shaunaghsimone@hotmail.co.uk>

23 June 2025 at 05:19

To: Eustace Forjour <eustace@3boltcourt.com>

Dear Eustace,

Thank you for getting back to me and for considering my application.

Yes, I would be very happy to have a telephone conference on Tuesday at 7pm, my number is 07495 063 062.

I'm looking forward to speaking with you and learning more about the opportunity.

Kind regards,
Shaunagh Thompson

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Monday, June 23, 2025 4:21:52 AM

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Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

23 June 2025 at 20:45

Shaunagh

Excellent

I look forward to speaking with you tomorrow

Please note your time scheduled is 7pm although there can be a delay of up to 15 to 20 minutes in contacting you

If I can be of any further assistance please do not hesitate to contact me

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001

 3 Bolt Court
Chambers



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

24 June 2025 at 19:48

Evening Eustace,

I just wanted to check in regarding our scheduled call for 7pm this evening.

I completely understand things can overrun and just wanted to let you know that I'm still available and happy to wait a little longer if needed.

Please don't hesitate to let me know if there's a need to reschedule.

Best regards,

Shaunagh

From: Eustace Forjour <eustace@3boltcourt.com>
Sent: Monday, June 23, 2025 20:45
To: Shaunagh Thompson <shaunaghsimone@hotmail.co.uk>
Subject: Re: Application Submission
[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

25 June 2025 at 20:39

Good Evening Shaunagh

I hope you are well

Following our telephone interview yesterday , we are delighted to offer you an opportunity for a Face to Face Interview at our Chambers

We are happy to offer you 4pm or 6.45pm this coming Monday 30th June 2025 for the interview

Do let us know if you wish to accept our invitation

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

26 June 2025 at 11:15

Good Morning,

Thank you so much for getting back to me.

I'm so pleased to accept your kind invitation and would be delighted to attend the face-to-face interview at 6.45pm on Monday 30th June 2025.

The address I have for the chambers is, 30 Ely PI, London, EC1N 6TD. Could you just confirm this is the right location for the interview?

I'm very much looking forward to meeting you in person and learning more about the Chambers.

Best regards,
Shaunagh Thompson

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Wednesday, June 25, 2025 8:39:01 PM

[Quoted text hidden]

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Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

26 June 2025 at 20:23

Shaunagh

I very much look forward to meeting you on the day

The venue you have provided is indeed correct

Regards

Eustace Forjour (BA Hons)

Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

2 July 2025 at 08:00

Dear Shaunagh

It was a pleasure meeting you on 30th June 2025 for a face to face interview

Following our interview, we would be delighted to offer you the role as a Barrister Clerk in our Chambers

Should you wish to accept this offer, we shall be grateful if you do let us know by Friday 4th of July 2025

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)

Chambers Director



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shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

2 July 2025 at 09:58

Dear Eustace,

Thank you so much for your email and offer. I'm absolutely delighted to accept the offer for the position at 3 Bolt Court Chambers.

I'm grateful for the opportunity and looking forward to starting and contributing to chambers. Please do let me know the next steps at your earliest convenience.

I'm excited to be joining the team.

Best regards,
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Wednesday, July 2, 2025 8:00:00 AM

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Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

2 July 2025 at 19:32

Shaunagh

Thank you for your email and acceptance at our offer for the position of a Barristers Clerk

Do let us know if you are available to start on Monday 17th July 2025 or slightly after in the week

We do are looking to have you start as soon as possible given the training we would like to offer you

I will then advise on next steps upon a date set for your start date

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)
Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



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shaunagh thompson <shaunaghsimone@hotmail.co.uk>

3 July 2025 at 11:59

To: Eustace Forjour <eustace@3boltcourt.com>

Dear Eustace,

I just wanted to check, I assume the email meant to say Monday 14th July (as the 17th falls on a Thursday), but I'm more than happy to start on either Monday 14th or Thursday 17th, depending on what works best for chambers.

Please do let me know your preference, and I'll make the necessary arrangements. I'm really looking forward to getting started and beginning my training.

Best regards,
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Wednesday, July 2, 2025 7:32:19 PM

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[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

3 July 2025 at 16:59

Dear Shaunagh

My Apologies, I meant to say either Monday 7th July 2025 although it is noted it may be too short notice, or Wednesday 9th July 2025

If this may prove to be too short notice for you then we can have you start on Monday 14th July 2025

We ideally would like a prompt start but understand as well the flexibility of when you can start

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001

 3 Bolt Court
Chambers



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

3 July 2025 at 18:38

Dear Eustace,

I'm really looking forward to joining chambers and beginning my training. As I mentioned during the interview, it will take me about a working week to wrap everything up and get fully situated.

I'd be very happy to confirm my availability to start on Monday 14th July, giving me a full first week in chambers, as well as time to finalise prior commitments and ensure I can give the role my full attention from day one.

Please do let me know if that start date works for you, and I'll make any necessary arrangements.

Thank you for your understanding,
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Thursday, July 3, 2025 4:59:29 PM

[Quoted text hidden]

[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

3 July 2025 at 19:25

Shaunagh

Thank you for your email

We will be delighted to offer you the role on 14th July 2025 to start work with us

We ask that you bring your passport with you on the day

Your start hours will be temporary , which will start at 12:30PM on Monday and thereafter working hours of 9am to 6:30pm

If I can be of any further assistance please do not hesitate to contact us

We look forward to having you on board our team

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001

The logo for 3 Bolt Court Chambers features a stylized '3' composed of three interlocking gears in gold and blue, followed by the text '3 Bolt Court Chambers' in a serif font. To the right, separated by a vertical line, is a stylized '3bc' logo in blue and gold.

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Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

11 July 2025 at 04:28

Dear Shaunagh

I hope you are well

Just a reminder that we are expecting you to start this coming Monday at 12:30PM in Chambers

Do kindly bring your passport with you on the day

Furthermore , Monday to Thursday is smart business attire and on Friday is smart casual wear (No hoodies, No Caps, No Tracksuit Bottom)

If you have any questions please feel free to contact us

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



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shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

11 July 2025 at 08:03

Good Morning Eustace,

I'm very well and super excited to start on Monday 14th July!

I will bring my passport and arrive at 12.30pm. I would just like to confirm, on Monday will I be finishing at 18.30 or 19.00?

I understand that whilst training, my hours will be the 09.00-19.00 as explained in my interviews.

I am really looking forward to joining the chambers and getting started.

Best regards
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>
Sent: Friday, July 11, 2025 4:28:42 AM

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shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

14 July 2025 at 20:00

Evening Eustace,

Just emailing because I understand your rushing to make your flight however completely forgot to ask about pay.

As I've now started working, I'd appreciate some confirmation on pay how often, and the process for setting up payment (e.g., providing bank details). I'm happy to email over any details needed

And also to follow up about receiving a written statement of employment particulars as previously discussed.

Many thanks and looking forward to your response.

Best regards,
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Friday, July 11, 2025 4:28:42 AM

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[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>

21 July 2025 at 21:26

To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

Dear Shaunagh

Thank you for your emails

Sorry I did not go through my emails whilst on Holiday

Tomorrow I will see you for a brief meeting to discuss the content of your email

As I also stated , I will send a separate email just to confirm your terms of employment with us as discussed with you last week

I will also need other documents from you i.e. proof of address (dated within last 3 months) as well as proof of your NI number

You can also text me your bank details as well , as I intend to have you enrolled into this months pay , which is at the end of each month

If I can be of any further assistance please do not hesitate to contact me

Regards

Eustace Forjour (BA Hons)

Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>

24 July 2025 at 22:42

To: Eustace Forjour <eustace@3boltcourt.com>

Evening Eustace,

Please find attached my proof of national insurance number and proof of address (bank statement dated 27th June 2025).

My bank details are
Shaunagh Thompson
Natwest

Sort code - 60-16-32

Account number - 81684339

Best regards

Shaunagh

Account Name
MISS SHAUNAGH S THOMPSON
INSTANT SAVER

Account No Sort Code Page No
81721668 60-16-32 1 of 2



MISS SHAUNAGH S THOMPSON
167 CUMBERLAND ROAD
LONDON
E13 8LS

FLEXIBLE SAVER

Summary	
Statement Date	27 JUN 2025
Period Covered	29 MAY 2025 to 27 JUN 2025
Previous Balance	£0.00
Paid In	£51.00
Withdrawn	£0.00
New Balance	£51.00
BIC	NWBKGB2L
IBAN	GB03NWBK60163281721668

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address, telephone number, email address or occupation, please let us know.
Interest rate: 1.14% Gross / 1.15% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 MAY 2025	BROUGHT FORWARD			0.00
25 JUN	OnLine Transaction From A/C 81684339 THOMPSON SS Via Mobile Xfer	15.00		15.00
	OnLine Transaction From A/C 81684339 THOMPSON SS Via Mobile Xfer	36.00		51.00

The current interest rates for this account are shown below				
Interest Rates				
The interest rate that actually applies depends on the amount deposited in your account at the time				
£1 - £24,999	1.15% AER	1.14% Gross rate p.a.	1.14% Net rate p.a.	
£25,000 - £99,999	1.70% AER	1.69% Gross rate p.a.	1.69% Net rate p.a.	
£100,000 - £249,999	1.95% AER	1.93% Gross rate p.a.	1.93% Net rate p.a.	
£250,000 - £999,999	2.55% AER	2.52% Gross rate p.a.	2.52% Net rate p.a.	
£1,000,000 +	2.55% AER	2.52% Gross rate p.a.	2.52% Net rate p.a.	

Annual Equivalent Rate (AER) shows the interest rate if interest is paid and compounded once each year. AER helps you to compare the rates of interest on different accounts.
Compound interest is interest that is earned on interest that's already been paid.
Gross means the interest rate you are paid on your savings with no compounding.
p.a. per annum (per year).
Tax-free. We pay all savings interest without the deduction of tax. You do not pay any UK tax on interest earned in ISAs. You may have to pay tax on interest earned in non-ISA accounts depending on your Personal Savings Allowance. The tax treatment may be subject to change in the future.

National Westminster Bank Plc. Registered in England & Wales No.929027.
Registered Office: 250 Bishopsgate, London, EC2M 4AA.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

**HM Revenue
& Customs**

Miss S S THOMPSON
167 CUMBERLAND ROAD
PLAISTOW
LONDON
E13 8LS

Your National Insurance number

NIC&EO
HMRC
BX9 1AN
Phone 0300 200 3500
www.gov.uk/hmrc

Miss SHAUNAGH SIMONE THOMPSON

Your National Insurance number is

PB 05 02 84 A

Keep this number in a safe place. Do not destroy this letter.

About your National Insurance number

Your National Insurance number is unique to you and will never change. To prevent identity fraud, do not share it with anyone who does not need it.

You will need it if you:

- start work (including part time and weekend jobs)
- apply for a driving licence
- apply for a student loan
- claim state benefits
- register to vote

It is not proof of:

- your identity
- your right to work in the UK

Child Trust Fund

When you turn 16, take control of your Child Trust Fund. Ask your parents or guardian, for more information go to www.gov.uk/child-trust-funds

Welsh language

To continue to receive a Welsh language service:

- email gwasanaeth.cymraeg@hmrc.gov.uk
- phone 0300 200 1900

Information is available in large print, audio tape and Braille formats.

Text Relay service prefix number - 18001

**Now you have got your
National Insurance number**

You can download and use the HMRC App or go online at www.gov.uk/personal-tax-account where you can:

- create and access your Personal Tax Account
- save and print another copy of this letter
- tell us about a change to your address
- check your income tax estimate and tax code

View more information about National Insurance at:

www.gov.uk/national-insurance
or our YouTube channel at:
www.youtube.com/HMRCgovuk

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Monday, July 21, 2025 9:26:06 PM

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Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

26 July 2025 at 16:11

Shaunagh

Excellent

Thanks for furnishing the above information as requested

Please find a link below , which I need you to fill in and send back to me , which is the HMRC Starter Checklist:

<https://www.gov.uk/guidance/starter-checklist-for-payee>

Please do download the PDF format and ensure its filled in correctly before sending it to me

I will email separately employment details as requested however a kind reminder that you are on a 6 months probation period, with a salary of £26,000 per annum

We are aware of your holidays you furnished us with for 28th July 2025 to 1st August 2025. Please note that this has been placed as authorised leave, which is not paid for. You are entitled to 20 paid holidays from the date of when you started with us, and need to give a 1 month notice period and ensure your colleagues are not booked at the same time, to have your holidays authorised

I look forward to hearing from you

Regards

Eustace Forjour (BA Hons)
Chambers Director
T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>
To: Eustace Forjour <eustace@3boltcourt.com>

26 July 2025 at 19:42

Evening Eustace,

Please find attached the completed starter checklist. Please let me know if anything else is needed.

And just to confirm I am on holiday from the 28th July- 4th of August

Enjoy the rest of your weekend

Best regards
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Saturday, July 26, 2025 4:11:08 PM

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[Quoted text hidden]



Starter checklist – Guidance – GOV.PDF

98K

Eustace Forjour <eustace@3boltcourt.com>

26 July 2025 at 20:19

To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

Shaunagh

Thank you for your prompt response

I shall get back to you if anything else is needed from you

I have checked my interview notes and you are indeed correct, as I have marked you down from 28th July 2025 to 4th August 2025

Hope you have a wonderful time off

Regards

Eustace Forjour (BA Hons)

Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



3 Bolt Court
Chambers



[Quoted text hidden]

shaunagh thompson <shaunaghsimone@hotmail.co.uk>

11 August 2025 at 19:44

To: Eustace Forjour <eustace@3boltcourt.com>

Hi Eustace,

When I was doing the interview it was explained for the first month of employment I'd stay until 7pm for training. As this period is now coming to an end, I just wanted to touch base because from next week I will have to finish promptly at 6:30pm due to child care arrangements.

I'll of course ensure all tasks are completed before I leave.

Best,
Shaunagh

Sent from Outlook for Android

From: Eustace Forjour <eustace@3boltcourt.com>

Sent: Saturday, July 26, 2025 8:19:42 PM

[Quoted text hidden]

[Quoted text hidden]

Eustace Forjour <eustace@3boltcourt.com>
To: shaunagh thompson <shaunaghsimone@hotmail.co.uk>

12 August 2025 at 04:49

Dear Shaunagh

Thank you for your email

I will discuss this with you in a meeting tomorrow

Thanks for bringing this to my attention

Regards

Eustace Forjour (BA Hons)
Chambers Director

T: 020 3745 3150 | M: 07783 904 770 | F: 020 31375001



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