



Passport size photograph

Attach here

THE LAW SOCIETY OF SCOTLAND

APPLICATION FOR A PRELIMINARY ENTRANCE CERTIFICATE TO ENTER INTO A PRE-PEAT TRAINING CONTRACT

This Application MUST be lodged at least four weeks prior to commencement of Pre-Diploma training contract

Attached are explanatory notes which are essential to the completion of this form. Failure to answer any of the questions or to enclose any of the required documentation will lead to the form being sent back and could delay the commencement of your traineeship.

Section 1 IMPORTANT Any change of address must be notified to the Education, Training & Qualifications department of the Society

Unless a formal change of name declaration or marriage certificate is enclosed, the name given on your birth certificate will be used on all documents. Read explanatory note 1

Title: Mr/Mrs/Miss/Ms/Dr or other:
Surname:
Forenames:
Address: (All correspondence prior to you commencing your traineeship will be sent to this address)
Post Code:
Email address:
Telephone number:
Date of birth: (enclose copy of birth certificate or abbreviated birth certificate)
Maiden name (if applicable):
Date of marriage: (if applicable) (enclose copy of marriage certificate)
Have you been known by a name or names other than those detailed above?
Yes No (circle the relevant answer)
If "yes" please provide details (on a separate sheet of paper)

Section 2
IMPORTANT
This section
MUST be fully
completed

Full name and address of traineeship employer:
.....
.....
.....
.....
.....

Telephone number:
.....

Exact commencement date of training contract if known:
.....

Section 3
IMPORTANT
Read
explanatory
note 2

Name and address of Secondary School(s) attended, SCE/GCE passes obtained with subjects and grades:

.....
.....
.....
.....

Names of Universities/Colleges attended, details of degrees/diplomas obtained and relevant dates

<u>Name</u>	<u>Dates</u>		<u>Qualification(s)</u>
	<u>From</u>	<u>To</u>	<u>obtained</u>

.....
.....
.....
.....

Section 4
IMPORTANT
Read
explanatory
note 3 and
read
paragraph A

Have you ever been declared bankrupt, or have you ever granted a Trust Deed or been declared insolvent?

Yes **No** (circle the relevant answer)

If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this and a report from the Trustee.

in the separate guidance notes regarding assessment of whether an intransit is a fit and proper person to be a solicitor

<p>Section 5 IMPORTANT Read <u>explanatory</u> <u>note 4</u> and Read <u>paragraph C</u> of the separate guidance notes regarding assessment of whether an intrinsic is a fit and proper person to be a solicitor</p>	<p>Have you ever been convicted of any criminal offence?</p> <p>Yes No (circle the relevant answer)</p> <p>If “yes” please provide (on a separate sheet of paper) details of the offence, the circumstances leading to this, whether anyone else was involved, whether you pled guilty or not guilty, whether you were represented in court.</p> <p>Note: Whether or not you have declared a conviction above you must complete the enclosed Disclosure Scotland application and send it with this form to the Society.</p>
<p>Section 6 IMPORTANT Read page 1 of the separate guidance notes regarding assessment of whether an intrinsic is a fit and proper person to be a solicitor, with particular reference to “lack of probity”</p>	<p>Are there any proceedings currently pending against you in respect of criminal charges or bankruptcy?</p> <p>Yes No (circle the relevant answer)</p> <p>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</p>
<p>Section 7</p>	<p>Have you ever had a disqualification order made against you under the Company Directors Disqualification Act 1986?</p> <p>Yes No (circle the relevant answer)</p> <p>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</p>
<p>Section 8</p>	<p>Have you ever been suspended, disqualified or had disciplinary action imposed on you as a member of any professional body?</p> <p>Yes No (circle the relevant answer)</p> <p>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</p>

<p>Section 9</p>	<p>Have you ever been denied or had revoked any license or permit, the procurement of which required proof of good character? Yes No (circle the relevant answer)</p> <p>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</p>
<p>Section 10</p>	<p>Have you ever previously applied to the Law Society of Scotland for an Entrance Certificate? Yes No (circle the relevant answer)</p> <p>If “yes” please provide details (on a separate sheet of paper).</p>
<p>Section 11</p>	<p>Having read the separate guidance notes regarding assessment of whether an inrant is a fit and proper person to be a solicitor is there any other information, not already disclosed on this form, which might be relevant to assist the Society in assessing your suitability to be a solicitor? Yes No (circle the relevant answer)</p> <p>If “yes” please provide details (on a separate sheet of paper).</p>
	<p style="text-align: center;"><u>IMPORTANT</u></p> <p style="text-align: center;">If you have answered “Yes” to <u>any</u> of questions 4 to 11, please provide full details on a separate page.</p>
<p>Section 12</p>	<p><u>Checklist of required supporting documentation</u></p> <p>Copy birth certificate or abbreviated birth certificate <input type="checkbox"/></p> <p>Name declaration if applicable (see explanatory note 1) <input type="checkbox"/></p> <p>Passport size photograph <input type="checkbox"/></p> <p>Copy of qualification documents (see explanatory note 6) <input type="checkbox"/></p> <p>Copy of University/College Degree/Diploma certificates (if held) <input type="checkbox"/> (see explanatory note 6)</p> <p>Application for standard disclosure <input type="checkbox"/></p> <p>Cheque for £25 payable to Law Society of Scotland <input type="checkbox"/></p> <p>*(If you would like to pay your Disclosure fee by card please tick the <input type="checkbox"/> box and we will telephone you to collect payment) will telephone you to collect payment.</p> <p>Details if you have answered “yes” to <u>any</u> of questions 4 to 11 <input type="checkbox"/></p> <p>Confirmation letter from firm to train in three prescribed areas <input type="checkbox"/></p>



THE LAW SOCIETY OF SCOTLAND

EXPLANATORY NOTES

TO BE READ BEFORE COMPLETING APPLICATION FORM FOR PRELIMINARY ENTRANCE CERTIFICATE TO ENTER INTO A PRE-DIPLOMA TRAINING CONTRACT

1. NAME DECLARATION (*Section 1*)

Details of any other name by which you are known or by which you have been known should be included in the space provided on the form. An explanation should be included on a separate piece of paper and sent attached to the application form. Unless a formal change of name declaration is enclosed the name given on your birth certificate will be used on all documents. The Society can supply a style of formal name change document if requested.

2. QUALIFICATION DOCUMENTS (*Section 3*)

The Qualification Documents will be (1) your SCE/GCE pass certificates AND (2) your full University/College Degree/Diploma certificate (if held) showing the exact date of award. You do not require to send the original documents – photocopies are sufficient.

No preliminary Entrance Certificate will be granted until all Qualification Documents are received. The date of your Preliminary Entrance Certificate effectively determines the date of commencement of your training.

NOTE:- It is your responsibility to confirm that your application has been received by the Society. Sending it by recorded delivery is advised but not mandatory. If you do not receive acknowledgement from the Society within 3 weeks get in touch!!!

3. BANKRUPTCY/INSOLVENCY/TRUST DEED (*Section 4*)

READ THE SEPARATE GUIDANCE NOTE FOR APPLICANTS WHICH EXPLAINS THE CRITERIA APPLIED BY THE COUNCIL OF THE LAW SOCIETY OF SCOTLAND IN CONSIDERING WHETHER AN INTRANT IS A FIT AND PROPER PERSON TO BE A SOLICITOR. (The Introduction and Section A address bankruptcy/insolvency/trust deeds.)

4. CONVICTIONS (*Section 5*)

READ THE SEPARATE GUIDANCE NOTE FOR APPLICANTS WHICH EXPLAINS THE CRITERIA APPLIED BY THE COUNCIL OF THE LAW SOCIETY OF SCOTLAND IN CONSIDERING WHETHER AN INTRANT IS A FIT AND PROPER PERSON TO BE A SOLICITOR. (The Introduction and Section C address convictions.)

DISCLOSURE SCOTLAND APPLICATION

In addition to the declaration on the application form the Society requires each applicant for an Entrance Certificate to complete a Disclosure Scotland application form (enclosed). **Please make cheque for £25.00 payable to “The Law Society of Scotland”**. The Countersignature section will be completed by the Society but please send an item of identification as stated at Section C8 (photocopies are acceptable). Please do not complete section D2 – Method of Payment. PLEASE MARK CLEARLY FOR THE ATTENTION OF THE REGISTRAR’S DEPARTMENT. **DO NOT SEND THE FORM TO DISCLOSURE SCOTLAND.**

Before any applicant is granted an preliminary Entrance Certificate, the Council of the Society may make whatever enquiries it considers appropriate and, in granting the application, the Council may impose whatever conditions it considers appropriate including, for example, the Council’s approval of the applicant’s choice of employers, or a requirement that the trainee must disclose the nature of any offence to such employer. Any such condition will be made known to the applicant and failure to abide by any such condition will again be a disciplinary offence.

Where an applicant is called for interview in connection with such enquiries, the applicant shall be given the opportunity to be accompanied or represented, if he or she so wishes.

5. SUPPORTING DOCUMENTATION *(complete check list section 13)*

Please send the undernoted supporting documentation with your application.

Copy birth certificate or abbreviated birth certificate
Name declaration if applicable (See explanatory note 1)
Passport size photograph
Copy of qualification documents (see explanatory note 2)
Copy of University/College Degree/Diploma certificates (if held) (see explanatory note 2)
Application for standard disclosure
Cheque for £25 payable to Law Society of Scotland (disclosure application fee) – *card payment is also an option, please specify*
Details if you have answered “yes” to any of questions 4 to 11

NOTE: FAILURE TO ENCLOSE ANY OF THE REQUIRED DOCUMENTATION WILL RESULT IN THE WHOLE APPLICATION AND SUPPORTING DOCUMENTATION BEING RETURNED TO YOU. THE PROCESSING OF YOUR APPLICATION WILL COMMENCE ONLY AFTER THE APPLICATION FORM (FULLY COMPLETED), TOGETHER WITH ALL THE REQUIRED SUPPORTING DOCUMENTATION, IS RECEIVED BY THE SOCIETY.

6. DECLARATION

Section 14 must be completed and witnessed.

Note: Failure to complete the form frankly may be regarded as fraud

THIS APPLICATION FORM SHOULD BE SUBMITTED NOT LESS THAN FOUR WEEKS BEFORE YOU COMMENCE A TRAINEESHIP.