

**Application for an Entrance Certificate to enter into Standard Training Contract**

HANDWRITTEN FORMS SHOULD BE COMPLETED IN BLOCK CAPITALS

IT IS ESSENTIAL THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM

Attach here passport size photograph

**This application must be lodged at least four weeks prior to commencement of Standard Training Contract. This is a statutory requirement and failure to comply may result in forfeit of a period of training.**

**Section 1 - Details of Applicant**

Title

First Name(s)

Surname

Home Address

**NB: we will use this address for correspondence**  

Post Code

Country

Telephone No(s)

Landline

Mobile

Email

Date of Birth

Enclose copy of birth certificate

Place of Birth

Nationality

**Section 2 - Details of your traineeship employer (if known)**

Firm Name

Business Address

Post Code  Country

LP Address

Commencement date of training contract, if known  
(Note: the earliest date this can be is your Diploma effective date)

Supervising solicitor or HR contact who can respond to queries on this matter, if known:

Name

Telephone No(s) Business  Mobile

Business Email

**Section 3 - Details of Qualifications**

University/College	Dates		Qualifications obtained
	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 4 - Material Events**

Have you ever been known by any other name? Yes/No

Have you ever been bankrupt or had an award of sequestration made against you or your estate? Yes/No

Have you ever entered into a trust deed for the benefit of your creditors or an individual voluntary arrangement or a partnership voluntary arrangement? Yes/No

Have you ever had any management/director/principal responsibility for a business to which a judicial factor has been appointed, which has been declared insolvent or entered into a trust deed? Yes/No

Have you ever been convicted of any criminal offence? (Guidance can be found [here](#).) 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.

Yes/No

Are there any proceedings currently pending against you in respect of criminal charges or bankruptcy?

Yes/No

Have you ever had a disqualification order made against you under the Company Directors Disqualification Act 1986 or its equivalent in any other jurisdiction?

Yes/No

Have you ever been suspended, disqualified or had disciplinary action imposed on you by any professional or educational body, other than a school?

Yes/No

Have you ever been denied or had revoked any licence or permit, the procurement of which required proof of good character?

Yes/No

Have you ever previously applied to the Law Society of Scotland for an Entrance Certificate?

Yes/No

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

If you answer “yes” in relation to any Material Events, please give details on a separate sheet.

## Section 5 - Referees

References need only be provided for those commencing the PEAT1 Diploma prior to 2011. If this applies to you see Note 6.

## Section 6 - Declaration

I am prepared to permit my information to be passed to third parties such as partners in the membership benefits scheme as defined in the Society's data protection statement which is available on request or can be viewed at [www.lawscot.org.uk](http://www.lawscot.org.uk)

I authorise the Society to seek confirmation from third parties of any matters pertinent to a proper consideration of this form.

The information given in this form is correct and complete to the best of my knowledge and belief.

Signature

Date

## Disclosure Scotland Applications

In addition to the declaration on the application form you are required to complete a Disclosure Scotland application form. Please contact the Education, Training and Qualifications team for an application form which must be original. Please email: [legaleduc@lawscot.org.uk](mailto:legaleduc@lawscot.org.uk) including your postal address and a form will be sent to you.

### Returning the Form

Before returning the form please check the following:

- |   |                          |   |
|---|--------------------------|---|
| Is the form signed?   | <input type="checkbox"/> | ✓ |
| Has any additional information been labelled with relevant section and title and securely attached to the form?         | <input type="checkbox"/> | ✓ |
| I enclose herewith:-  |                          |   |
| Copy Birth Certificate or abbreviated birth certificate   | <input type="checkbox"/> | ✓ |
| Copy LLB degree certificate   | <input type="checkbox"/> | ✓ |
| Official signed LLB academic transcript   | <input type="checkbox"/> | ✓ |
| Application for standard disclosure with copy documentation as listed in Section E13 of Disclosure application.         | <input type="checkbox"/> | ✓ |
| Cheque for £25 (Disclosure fee) payable to Law Society of Scotland, if paying by cheque.                                | <input type="checkbox"/> | ✓ |
| If you would like to pay your Disclosure fee by card please tick the box and we will telephone you to collect payment.  | <input type="checkbox"/> | ✓ |
| Evidence of change of name (only required if the same name is not used on all documentation, including this form)       | <input type="checkbox"/> | ✓ |
| A recent passport sized photograph of myself, which I agree that the Council of the Law Society of Scotland may retain. | <input type="checkbox"/> | ✓ |

Please return the form, supporting documents and list of enclosures to:

Education, Training and Qualifications team  
The Law Society of Scotland  
Atria One  
Level 2  
144 Morrison Street  
Edinburgh  
EH3 8EX

OR LP1 EDINBURGH -1  
DX ED1 - EDINBURGH

Data Protection Act 1998, Fees and Practice Rules see [www.lawscot.org.uk](http://www.lawscot.org.uk)

## Guidance and Explanatory Notes Standard Training Contract

### PLEASE READ BEFORE COMPLETING APPLICATION FORM FOR ENTRANCE CERTIFICATE TO ENTER INTO A STANDARD TRAINING CONTRACT

#### Time Limit

This application form must be submitted not less than four weeks before you commence a traineeship. This is a statutory requirement and failure to comply may result in the forfeit of a period of training. If you have not met this deadline, please provide a written explanation with your application.

Failure to enclose any of the required documentation will result in the whole application and supporting documentation being returned.

We strongly suggest that you submit your application by recorded delivery, DX or legal post.

#### Supporting Documentation

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.

An official translation of any documents not in English, or the Roman alphabet, must be provided. The Society reserves the right to request an official translation of any document not in English.

#### Your Responsibilities

Failure to complete the form truthfully and/or correctly may be regarded as a fraudulent statement and will be taken into consideration in relation to the application and could result in disciplinary action.

To confirm that your application has been received by the Society. If you have not received an acknowledgement within 3 weeks of the date that you submitted it, please contact [legaeduc@lawscot.org.uk](mailto:legaeduc@lawscot.org.uk)

#### **1. PERSONAL DETAILS** (*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 on request.

We will correspond with you via email wherever possible, however, your Entrance Certificate will be sent to the home address that you provide on this form.

## **2. EMPLOYER AND COMMENCEMENT DATE** (*Section 2*)

If you will be confirming your start date or traineeship employer at a later date, please leave this section blank and email [legaleduc@lawscot.org.uk](mailto:legaleduc@lawscot.org.uk) when you are able to confirm the details. Please note that an Entrance Certificate will not normally be issued without confirmation of a start date and training employer. If you move office you must inform the Society.

Please note that you cannot commence your traineeship before the date the University confirms your Diploma in Legal Practice was awarded. The University will inform the Society of this date along with a list of those who have been awarded the Diploma.

## **3. QUALIFICATION DOCUMENTS** (*Section 3*)

The documentary proof required is (1) your University LLB Degree Certificate showing the exact date of award, (2) an official academic transcript showing the subjects passed for the award of the Degree. The transcript must bear an official University signature. A copy of your European Diploma Supplement is acceptable providing it bears a signature from a University official.

You are not required to send the original documents; photocopies are acceptable.

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

Read the separate Guidance Notes For Applicants Relating to the criteria applied by the Council of the Law Society of Scotland in considering whether a person is a fit and proper person to be a solicitor in Scotland.

## **5. CONVICTIONS** (*Section 4*)

Read the separate Guidance Notes For Applicants Relating to the criteria applied by the Council of the Law Society of Scotland in considering whether a person is a fit and proper person to be a solicitor in Scotland.

## **DISCLOSURE SCOTLAND APPLICATION**

**This form should be submitted with your application. Do not send the form to Disclosure Scotland.**

In addition to the declaration on the application form the Society requires each applicant for an Entrance Certificate to complete a Standard Disclosure Scotland check. Please contact the Education, Training and Qualifications team or Disclosure Scotland for an application form, which must be original.

Please note:

The cheque for £25 should be made payable to "The Law Society of Scotland", if applicable.

The Countersignature section will be completed by the Society but please send an item of identification as listed in the Additional Information section (B19-B26) (photocopies are acceptable). Please do not complete section D3 - Method of Payment.

## 6. REFEREES (Section 5)

**Please note references are not required if you commenced the Diploma in 2011 or later.**

Please provide name, address and occupation of an academic referee (The academic referee should be the Head of your Diploma course or another academic who has worked closely with you during the diploma year) and a non academic reference. Referees must not be near relatives, fellow students or members of your future employer's firm or organisation. Referees must be known to you for at least 3 years and will be asked by the Society to provide character references.

Please note that it is your responsibility to ensure the Society receives responses from both of your referees. The Society is unable to send reminders to individual referees.

Referee 1: Academic

Name:	<input type="text"/>
Occupation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Post Code:	<input type="text"/>
Country:	<input type="text"/>
Email:	<input type="text"/>

Referee 2: Non-academic

Name:	<input type="text"/>
Occupation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Post Code:	<input type="text"/>
Country:	<input type="text"/>
Email:	<input type="text"/>

## 7. SUPPORTING DOCUMENTATION

Please ensure that all documentation shown on the checklist (headed "Returning the Form") is submitted with your application. Failure to do so will result in the application being delayed. You do not need to send your Diploma pass certificate or transcript.

## 8. DECLARATION

Section 6 must be completed and signed.

## GENERAL INFORMATION

Before any applicant is granted an 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.

The Society will endeavour to send you your Entrance Certificate before the commencement of your training if it has been submitted on time. It is possible that your Entrance Certificate might not be sent to you prior to the commencement of your training. If your application has been submitted on time with all supporting documentation being satisfactory and if there are no issues which raise concern about your suitability to be a solicitor, the late issue by the Society to you of your Entrance Certificate should not affect the date from which your training period will run and you will find that your Certificate, when issued, will be backdated accordingly.

This application form can be submitted to the Society regardless of whether or not you have a traineeship. This will allow the Society to gather all required documentation, including referees' reports, and ensures that an Entrance Certificate can be issued when a traineeship is secured. This is particularly recommended if you are making speculative applications for traineeships as they may commence at short notice.