


<p>Passport size photograph</p> <p>Attach here</p>	<p style="text-align: center;"><b>THE LAW SOCIETY OF SCOTLAND</b></p> <p style="text-align: center;"><b>APPLICATION FOR AN ENTRANCE CERTIFICATE TO ENTER INTO POST-DIPLOMA TRAINING CONTRACT</b></p> <p style="text-align: center;"><i>This Application <b>MUST</b> be lodged at least <u>four</u> weeks prior to commencement of post-Diploma training contract</i></p> <p>Attached are explanatory notes which are <u>essential</u> 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.</p>
<p><b>Section 1</b> <b>IMPORTANT</b> Any change of address must be notified to the Education and Training department of the Society</p> <p>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. <b><u>Read explanatory note 1</u></b></p>	<p>Title: Mr/Mrs/Miss/Ms/Dr or other: .....</p> <p>Surname: .....</p> <p>Forenames: .....</p> <p>Address: (All correspondence prior to you commencing your traineeship will be sent to this address) .....</p> <p>Post Code: .....</p> <p>Email address: .....</p> <p>Telephone number: .....</p> <p>Date of birth: (enclose copy of birth certificate or abbreviated birth certificate) .....</p> <p>Maiden name (if applicable): .....</p> <p>Date of marriage: (if applicable) (enclose copy of marriage certificate) .....</p> <p>Have you been known by a name or names other than those detailed above?</p> <p><b>Yes</b>            <b>No</b> (circle the relevant answer)</p> <p><b>If "yes" please provide details (on a separate sheet of paper)</b></p>



<p><b>Section 5</b> <b>IMPORTANT</b> <b>Read explanatory note 5 and Read paragraph C</b> of the separate guidance notes regarding assessment of whether an inrant is a fit and proper person to be a solicitor</p>	<p>Have you ever been convicted of any criminal offence? (This includes all convictions whether “spent or otherwise”.)</p> <p><b>Yes</b>      <b>No</b> (circle the relevant answer)</p> <p><b>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.</b></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><b>Section 6</b> <b>IMPORTANT</b> <b>Read page 1</b> of the separate guidance notes regarding assessment of whether an inrant 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><b>Yes</b>      <b>No</b> (circle the relevant answer)</p> <p><b>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</b></p> 
<p><b>Section 7</b></p>	<p>Have you ever had a disqualification order made against you under the Company Directors Disqualification Act 1986?</p> <p><b>Yes</b>      <b>No</b> (circle the relevant answer)</p> <p><b>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</b></p>
<p><b>Section 8</b></p>	<p>Have you ever been suspended, disqualified or had disciplinary action imposed on you by any professional or educational body, other than a school?</p> <p><b>Yes</b>      <b>No</b> (circle the relevant answer)</p> <p><b>If “yes” please provide (on a separate sheet of paper) details of the circumstances leading to this.</b></p>







## THE LAW SOCIETY OF SCOTLAND

### **EXPLANATORY NOTES** **TO BE READ BEFORE COMPLETING APPLICATION FORM FOR ENTRANCE CERTIFICATE TO ENTER INTO POST-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. EMPLOYER AND COMMENCEMENT DATE** (*Section 2*)

If you are unable to complete any part of section 2 at this stage you must forward the missing information to the Education and Training department as soon as the information is available. Please note that you cannot commence your traineeship before the date the university confirms your Diploma in Legal Practice was awarded.

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

The documentary proof required is (1) your University 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. You are not required to send the original documents; photocopies are acceptable. If you have degrees other than the LLB and want the letters of these degrees to appear on official Law Society documents – you must include copies of the degree certificates with your Entrance Certificate application.

Owing to the large number of applications which are processed by the Society in a short space of time each summer, 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 should be submitted to the Society regardless of whether or not you have a traineeship. This allows the Society to gather all required documentation, including referees' reports, and ensures that an Entrance Certificate can be issued when a traineeship is secured.**

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

**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!!!

**4. 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.)**

**5. 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. Please contact the Education and Training department for an application form. **Please make cheque for £20.00 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 E13 (photocopies are acceptable). This form of identification **MUST** be photographic. Please do not complete section D3 – Method of Payment. **PLEASE MARK CLEARLY FOR THE ATTENTION OF THE EDUCATION AND TRAINING DEPARTMENT. DO NOT SEND THE FORM TO DISCLOSURE SCOTLAND.**

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.

## 6. REFEREES (*Section 12*)

One referee should be your University Adviser of Studies, or another member of the university academic staff with whom you have had recent regular contact. A further reference should be obtained from someone outwith the university, who should ideally have known you for at least five years. Referees must not be near relatives, fellow students or members of your future employer's firm or organisation.

## 7. 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 guidance note 1)

Passport size photograph

Copy LLB degree certificate(s) – Please note that if you have other degrees and wish the letters with respect to them to appear after your name on official Law Society documents you must also send a copy of these degree certificates.

Official signed academic transcript for LLB

Application for standard disclosure

Cheque for £20 payable to Law Society of Scotland (disclosure application fee)

Details if you have answered "yes" to any of questions 4 to 11

**Please note that the University is responsible for providing to the Society proof of a pass in the Diploma in Legal Practice.**

**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.**

## 8. DECLARATION

Section 14 must be completed and witnessed.

**Note: 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.**

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