

# EN1

## 2012

### Student Enrolment

Please tick this box if you have declared any character and suitability matters about yourself through the suitability test questions.

This form can be used to:

- enrol as a student.

Before you can commence a Legal Practice Course (LPC) or enter into a Training Contract you must:

- enrol as a student and
- have confirmation you have completed the academic stage of training.

Deadlines for completing this application;

- If you are declaring any character and suitability matters you must return this application form, the fee and supporting documents **6 months** prior to the LPC commencing. Incomplete applications will not be considered.
- For all other applications you must return the completed application form and the fee 1 month prior to the LPC commencing. Incomplete applications will not be considered.

If you need any help completing this form, please telephone our Contact Centre on 0870 606 2555 or by e-mail at [contactcentre@sra.org.uk](mailto:contactcentre@sra.org.uk). If you are calling from overseas, please use +44 (0) 1527 504450. Lines are open from 09.00 to 17.00 Monday to Friday and calls will be monitored/recorded for training purposes.

#### About you

|                           |                      |                   |                      |
|---------------------------|----------------------|-------------------|----------------------|
| Title                     | <input type="text"/> | First name        | <input type="text"/> |
| Middle names              | <input type="text"/> | Surname           | <input type="text"/> |
| Date of birth             | <input type="text"/> | SRA no (if known) | <input type="text"/> |
| Address line1             | <input type="text"/> | Address line 2    | <input type="text"/> |
| Address line 3            | <input type="text"/> | Address line 4    | <input type="text"/> |
| Town                      | <input type="text"/> | County            | <input type="text"/> |
| Country                   | <input type="text"/> | Postcode/Zip      | <input type="text"/> |
| Telephone (day)           | <input type="text"/> | Mobile no.        | <input type="text"/> |
| Personal email (non term) | <input type="text"/> |                   |                      |
| Email (term time)         | <input type="text"/> |                   |                      |

## The Suitability Test

This section must be completed in full if you wish to be admitted as a solicitor in England & Wales:

The SRA has a responsibility under the Solicitors Act 1974 to ensure that there are no issues, which could call into question your character and suitability as a solicitor.

ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS (please tick where appropriate). Please note convictions which are "spent" under the Rehabilitation of Offenders Act 1974 must be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

### Criminal offences

Refer to Section 1 of the Suitability Test.

**All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.**

I have read and understood this statement

#### 1 Have you ever been convicted by a court of a criminal offence:

- (i) for which you received a custodial or suspended sentence;
- (ii) involving dishonesty, fraud, perjury and/or bribery;
- (iii) specifically in relation to which you have been included on the Violent and Sex Offender Register;
- (iv) associated with obstructing the course of justice;
- (v) which demonstrated behaviour showing signs of discrimination towards others;
- (vi) associated with terrorism;
- (vii) which was racially aggravated;
- (viii) which was motivated by any of the 'protected' characteristics defined within the Equality Act 2010; and/or
- (ix) more than one criminal offence?

Yes  No

If you answered 'yes', **we will refuse your application** unless there are exceptional circumstances.

#### 2 Have you ever:

- (i) been convicted by a court of a criminal offence not falling within 1 above;
- (ii) been included on the Violent and Sex Offender Register but in relation to your inclusion on the Register, you have not been convicted by a court of a criminal offence; and/or
- (iii) accepted a caution for an offence involving dishonesty?

Yes  No

If you answered 'yes', **we are more likely than not to refuse your application.**

#### 3 Have you ever:

- (i) received a local warning from the police;
- (ii) accepted a caution from the police for an offence not involving dishonesty;
- (iii) received a Penalty Notice for Disorder (PND) from the police;
- (iv) received a final warning or reprimand from the police (youths only); and/or
- (v) received a referral order from the courts (youths only)?

Yes  No

If you answered 'yes', **we may refuse your application.**

## Are you currently facing any criminal charges?

Yes  No

If you answered 'yes', you must disclose the details of the charge(s). **We will not determine your application until you can confirm that the charge(s) has/have either been dropped or the outcome of your case is known.**

## Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered "Yes" to any of the questions 1 to 3 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s) such as sentencing remarks
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D any evidence of rehabilitation
- E documentary evidence in support of your case and where possible an independent corroboration of your account of the event(s)
- F if you were fined, evidence of payment of fine(s). Reports can be obtained from the Court
- G an original Police National Computer (PNC) check, which must be no more than three months old at the point of disclosure. These are available from the Metropolitan Police's website. A Scottish Enhanced/Standard Disclosure is not sufficient.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

## Assessment offences

Refer to Section 4 of the Suitability Test.

**All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.**

I have read and understood this statement

- 4 Have you ever committed and/or been adjudged by an education establishment to have committed a deliberate assessment offence which amounts to plagiarism or cheating to gain advantage for yourself or others?**

Yes  No

If you answered 'yes', **we will refuse your application** unless there are exceptional circumstances.

## Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered "Yes" to question 4 you must provide:

- A a full statement of the event(s), setting out:
  - any exceptional circumstances,
  - the extent to which you were aware of the rules and procedures governing the reference of material or the use of group work or collaborative material, and
  - the extent to which you could reasonably have been expected to realise that the offence did not constitute legitimate academic practice

- B at least one independent report relating to the event(s) from the University or course provider, such as minutes from meetings or hearings
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D documentary evidence in support of your case and where possible an independent corroboration of your account of the event(s)

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

## Financial behaviour

Refer to Section 5 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

**5 Have you ever been declared bankrupt, entered into any individual voluntary arrangements (IVA's) or have had a County Court Judgment (CCJ) issued against you?**

Yes  No

If you answered 'yes' to question 5, it will raise a presumption that you cannot manage your finances properly and carefully, and we will refuse your application unless there are exceptional circumstances.

## Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to question 5 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s), to include paperwork from the court relating to your hearing, with dates, court reference numbers and the outcome
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- D a credit report, no more than one month old at the date you make this application, through Experian or Equifax
- E independent evidence of actions you have taken to clear any debts, satisfy any judgments, and manage your finances.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

## Regulatory history

Refer to Section 6 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

### 6 Have you ever:

- (i) been made the subject of a disciplinary finding, sanction or action by a regulatory body and/or any court or other body hearing appeals in relation to disciplinary or regulatory findings;
- (ii) failed to disclose information to a regulatory body when required to do so, or provided false or misleading information;
- (iii) breached the requirements of a regulatory body;
- (iv) been refused registration by a regulatory body; and/or
- (v) failed to comply with the requests of a regulatory body?

Yes  No

If you answered 'yes', we will refuse your application unless there are exceptional circumstances.

### 7 Have you ever been rebuked or reprimanded by, or received a warning about your conduct from a regulatory body?

Yes  No

If you answered 'yes', we may refuse your application unless there are exceptional circumstances.

Are you currently facing any disciplinary proceeding(s) or investigation(s)?

Yes  No

If you answered 'yes', you must disclose details of the matter(s). We will not determine your application until you can confirm that the matter(s) has/have either been dropped or the outcome is known.

## Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to questions 6 and/or 7 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s), to include documentation from the regulatory/professional body, minutes from hearings and meetings, confirmation of outcomes(s), appeal details (if relevant) and any sanctions
- C details of any disciplinary proceeding(s) or investigation(s) you may be facing. Please be aware that we will not determine your application until you can confirm that the matter(s) has/have either been dropped or the outcome of your case is known
- D details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references
- E independent evidence of actions you have taken to satisfy any findings and/or sanctions.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

## Any other behaviour

Refer to Section 3 of the Suitability Test.

All material information relating to your application must be disclosed. Failure to disclose material information will be treated as prima facie evidence of dishonest behaviour. You must disclose any matters that have occurred in the UK and/or overseas.

I have read and understood this statement

### 8 Are there any other factors which may call into question your character and suitability?

Yes  No

Unless there are exceptional circumstances we will refuse your application if you have:

- (i) been responsible for behaviour:
  - (a) which is dishonest;
  - (b) which is violent;
  - (c) where there is evidence of discrimination towards others;
- (ii) misused your position to obtain pecuniary advantage;
- (iii) misused your position of trust in relation to vulnerable people; and/or
- (iv) been responsible for other forms of behaviour which demonstrate that you cannot be relied upon to discharge your regulatory duties.

## Evidence and rehabilitation

Refer to Sections 7 and 8 of the Suitability Test.

If you have answered 'yes' to question 8 you must provide:

- A a full statement of the event(s), setting out any exceptional circumstances
- B at least one independent report relating to the event(s)
- C details of at least two independent professional people (of which one should preferably be from an employer or tutor) who know you well, are familiar with the events being considered, and have given their consent to be contacted on your behalf for references.

The onus is on you to provide any evidence you consider necessary and/or appropriate. However, should we consider that you have provided insufficient evidence, we reserve the right to carry out our own investigation and/or refuse your application if further evidence is not forthcoming.

## Details of referees

To be completed only if you have answered "yes" to any question (1-8) in section 5, The Suitability Test.

Supply details of 2 referees who have knowledge of the above and have given their consent to be contacted on your behalf. Applicants are requested to advise their referees to attach a written statement referring to the issues disclosed in section 5 to the questionnaire that will be sent to them by the SRA.

A referee should be someone who:

- Holds or has held a position of responsibility or is accustomed to providing references; and
- Has agreed to act as a referee on your behalf.

If you intend to use an educational referee, the SRA would expect the person to have known you for at least 12 months and taught you within the last 3 years. Please exclude temporary or short term employment for a period of less than 6 months. **Note: references from relatives are not permitted.**

First referee

|   |                      |                     |                      |
|---|----------------------|---------------------|----------------------|
| Surname                                   | <input type="text"/> | Title (Mr/Mrs etc.) | <input type="text"/> |
| Initials                                  | <input type="text"/> | Occupation          | <input type="text"/> |
| Address                                   | <input type="text"/> |                     |                      |
| Town                                      | <input type="text"/> |                     |                      |
| County                                    | <input type="text"/> |                     |                      |
| Country                                   | <input type="text"/> | Postcode            | <input type="text"/> |
| Daytime Telephone No                      | <input type="text"/> |                     |                      |
| In what capacity do you know the referee? | <input type="text"/> |                     |                      |

Second referee

|   |                      |                     |                      |
|---|----------------------|---------------------|----------------------|
| Surname                                   | <input type="text"/> | Title (Mr/Mrs etc.) | <input type="text"/> |
| Initials                                  | <input type="text"/> | Occupation          | <input type="text"/> |
| Address                                   | <input type="text"/> |                     |                      |
| Town                                      | <input type="text"/> |                     |                      |
| County                                    | <input type="text"/> |                     |                      |
| Country                                   | <input type="text"/> | Postcode            | <input type="text"/> |
| Daytime Telephone No                      | <input type="text"/> |                     |                      |
| In what capacity do you know the referee? | <input type="text"/> |                     |                      |

## Nationality

I am currently a National of:

Passport number

Expiry date

## Immigration

Do you have the legal right to remain in the United Kingdom?

Yes

No

Do you have the legal right to work in the United Kingdom?

Yes

No

Please provide a full statement explaining your current immigration status and circumstances. Please note that to grant an application where an individual has no legal right to remain or work in the United Kingdom would be contrary to the public interest and Immigration Regulations.

## Visa

Visa number

Visa expiry date

## Employment

National Insurance number

## UK Citizen

National Insurance number

## Data Protection Act 1998

The information you supply on this form is used by the SRA for the purposes of enrolling you. The SRA handles personal data in accordance with the Data Protection Act 1998. All information you provide will be held on a database. Sometimes we may use your name and address or provide these details to other organisations for mailing about goods and services we believe may be of interest to you.

Please tick the following boxes if you **do not** want to receive emails regarding the following;

- Receive emails on the basis of ethnicity.
- Receive emails on the basis of any disability you may have.
- Allow selected third parties to contact you.
- Contact channel preference       Email       Letter       Fax
- Newsletter alerts – informing you that the latest issue of a newsletter is now available “electronically” and can be read by clicking on a “link”. There will be no attachment to these emails.
- Events and training – contacting you about events, conferences, training, products etc that are aimed at the entire profession.
- Product information – contacting you about local Law Society products endorsed by the Law Society.
- Local Law Societies – sharing your email address with the appropriate local Law Society so that it can tell you about events, continuing professional development (CPD) and products that might be of value to you.
- Regulatory information – informing you of the latest regulatory policies and issues that are aimed at the entire profession.

## Privacy statement

- I have read and agree with the privacy notice published on the Law Society website at [www.lawsociety.org.uk/privacystatement.law](http://www.lawsociety.org.uk/privacystatement.law).

## Newsletters

Tick below if **you want** to subscribe to the following newsletters:

- Junior Lawyers Update       Professional Update
- Receive emails on the basis of any disability you may have.

## Group memberships

Tick below if **you want** to subscribe to the following newsletters:

- Black Solicitors Network       Group for Solicitors with Disabilities
- Junior Lawyers Division

## LPC

I intend to commence the LPC in  (please state year)

### Declarations

I declare that to the best of my knowledge the information given in this application is true and correct.

I understand that once I have been granted student enrolment there is a continuing obligation on me to notify the SRA of any matter which could bring into question my character and suitability to be a solicitor.

I understand that the SRA will make such enquiries and seek information as it considers appropriate in the course of verifying the information given in this application to ensure compliance with the SRA Training Regulations 2011 and the SRA Admission Regulations. The SRA will validate name, address and other personal information supplied during the application process against appropriate third party databases. By accepting these terms and conditions you consent to such checks being made. In performing these checks, personal information provided by you may be disclosed to a registered Credit Reference Agency which may keep a record of that information. This is done only to confirm your identity; a credit check is not performed and your credit rating will be unaffected.

I understand that during my period of training and prior to my admission, I have an ongoing obligation to notify the SRA if I am convicted of an offence in any court in the UK or overseas, or if I receive a caution, reprimand or warning,

I hereby undertake to notify the SRA of any conviction, caution, reprimand or warning imposed or incurred after the time of the application and prior to my admission.

I hereby undertake to notify the SRA of any CCJ, IVA or bankruptcy adjudged or entered into after the time of application and prior to my admission.

I understand that enrolment as a student with the SRA is no guarantee of a place on the LPC, a training contract with a firm, or eventual admission to the roll of solicitors.

I give permission for the SRA to contact and discuss my application with both the academic and vocational stage providers in order to process my application for student enrolment.

Signature

Print name

Date