

## Section 4 - Trainee details

4.1	Title	Forename(s)
	<input type="text"/>	<input type="text"/>
	Surname	Date of birth
	<input type="text"/>	<input type="text"/>
4.2	Other names by which you are/have been known (if applicable)	
	<input type="text"/>	
4.3	Home address line 1	Home address line 2
	<input type="text"/>	<input type="text"/>
	City/town	County
	<input type="text"/>	<input type="text"/>
	Postcode	Email address
	<input type="text"/>	<input type="text"/>
	Telephone No.	SRA number (if known)
	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Tick here if you have enclosed a copy of identification

### GUIDANCE NOTE

1. Names provided in 4.1 **must** be your full legal name (as given on your passport, birth certificate, driving licence etc). If you have an SRA ID and have changed your name, we will need proof of this (eg marriage certificate or deed poll).
2. 4.2 can be used to provide any other names you may be (or have been) known as. If this field does not apply, it can be left blank.
3. You **do not** have to give personal contact details. If this is not provided, the SRA will **only** be able to contact you through the training provider. All letters we send will be sent to your work address.
4. You **do not** have to give identification. If there is any doubt regarding legal/given/other names the notification may be delayed if no formal identification is provided.

## Section 5 - Training information

5.1 Full address of office where trainee will be based, **if different from office in Section 1.**

Organisation SRA number

Address line 1

Address line 2

City/town

County

Postcode

DX address

Telephone No.

Email address

5.2 Starting salary

per annum

5.3 Start date

End date

5.4 Previous experience:

**I have reduced the training by**  **months and/or**  **days due to the trainee's previous work-based experience.**

5.5 Status of training:

**The trainee will work an average of**  **hours over**  **days per week.**

Will the training be full time or part time?

Full time

Part time

### GUIDANCE NOTE

1. The starting salary **must** comply with current minimum/living wage legislation based on the age of the trainee and the provided number of hours worked per week. Further information about the national/living wage rates can be found at: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates).
2. If you are recognising previous work-based experience (previously known as time to count), **amend the end date** of the training period and provide the months and days in section 5.4. A maximum of six months can be recognised. This can be on a pro-rata basis for those who completed work-based experience part time or if completing training part time.
3. We consider a **minimum** average of **32 hours** worked per week as **full time**, regardless of the number of days worked.

4. If a trainee is completing a period of training on a part time basis then the **end date must be calculated accordingly**. To assist in calculating the end date, we advise that a two-year period of recognised training is 522 working days.

## Section 6 - Trainee declaration (to be completed by the trainee)

- 6.1 Have you made any previous applications to or had any contact with the SRA where you have been provided with a reference or ID number?

Yes  No

- 6.2 Give details of any previous applications or contact made to the SRA; including reason for contact, date of contact, reference number, decision and any other relevant information (if applicable).

- 6.3 Do you have any issues to tell us about under the SRA Suitability Test 2011 (see "the Test" on [www.sra.org.uk/solicitors/handbook/suitabilitytest](http://www.sra.org.uk/solicitors/handbook/suitabilitytest))? There is no need to tell us of any character and suitability matters where a decision has already been made to grant.

Yes  No

**If you have answered "Yes" to question 6.3 you should not complete this form. You must send us the "Character and Suitability Application", which can be downloaded from [www.sra.org.uk](http://www.sra.org.uk).**

- 6.4 I agree to tell you if any issue(s) under the Test arise during the training. Yes

- 6.5 I understand that I now have an ongoing obligation to tell you if any issues arise that could fall within the Test. Yes

- 6.6 I understand that if an issue arises that could fall within the Test and I do not tell you about it, you will treat this as evidence that I am dishonest. Yes

Trainee signature

Date

If completed electronically please tick to say you confirm the declaration.

### GUIDANCE NOTE

1. Examples of possible previous applications are student enrolment (pre July 2014), eligibility to commence a period of recognised training, or equivalent means application (not an exhaustive list). Single enquiries to our Contact Centre **do not** need to be included unless you were provided with a reference or SRA ID number.
2. 6.2 can be left blank if you have never made contact with the SRA before this notification.