

Getting started

Before you start

- This application is for you to find out if you are suitable to start training as a solicitor.
- You only need to complete this application if you have any issues to tell us about under the SRA Suitability Test 2011 (the Test). You should read the Test here: www.sra.org.uk/solicitors/handbook/suitabilitytest/.
- You cannot start training as a solicitor until we have confirmed that you are suitable. If we decide that you are unsuitable, you can appeal that decision or apply again after 12 months. You can make a total of four applications to check your character and suitability.

Completing this application

- Section 5 of the application tells you what information you will need to send to us. You should get all of this together before making your application. We will return your application if you do not send everything we need within 30 days of us receiving it. We will let you know if anything is missing.
- All questions and sections **must** be completed in full, unless we say otherwise.
- You should send the completed application and any supporting documents to pre-admission@sra.org.uk at least six months before you start your training.
- There is a fee of £100 if you want us to consider your suitability before you start the Legal Practice Course (LPC). There is no fee if you have an offer of employment as a trainee solicitor.
- References should be on letter-headed paper or sent directly by the referees from their professional email accounts to pre-admission@sra.org.uk.
- Help with completing each section is at the end of the application. More information can also be found on our website: www.sra.org.uk.
- If you need any help with this application after reading the guidance, please contact us by telephone on 0370 606 2555. If you are calling from overseas use +44 (0) 121 329 6800. Our lines are open Monday, Wednesday, Thursday and Friday: 08.00 to 18.00, Tuesday: 09.30 to 18.00. Calls may be monitored/recorded for training purposes. You can email us at contactcentre@sra.org.uk.

Section 1. Personal details

Title (Mr, Mrs etc)	First Name
<input type="text"/>	<input type="text"/>
Middle Name(s) (if applicable)	Last Name
<input type="text"/>	<input type="text"/>
Date of Birth	SRA ID (if applicable)
<input type="text"/>	<input type="text"/>
Telephone (day)	Email Address
<input type="text"/>	<input type="text"/>
Mobile No. (if applicable)	
<input type="text"/>	

Section 2. Home address (this should be your permanent address)

House number/ Name	Address Line 1
<input type="text"/>	<input type="text"/>
Address Line 2	City/Town
<input type="text"/>	<input type="text"/>
County	Country
<input type="text"/>	<input type="text"/>
Postcode	
<input type="text"/>	

Contact address (if different from home address)

House number/ Name	Address Line 1
<input type="text"/>	<input type="text"/>
Address Line 2	City/Town
<input type="text"/>	<input type="text"/>
County	Country
<input type="text"/>	<input type="text"/>
Postcode	
<input type="text"/>	

Section 3. Previous applications to the SRA

3.1 Have you told us before about an issue that falls within the Test?

Yes No

If you have answered "Yes", continue to question 3.2. If you have answered "No" continue to question 4.1.

3.2 Was your most recent application granted or refused?

Granted Refused

Section 4. Reason for applying

4.1 Why do you want us to consider your suitability? Please select one of the four reasons below:

1. **I have an offer to be a trainee solicitor**

Please give details of your authorised training provider below.

Organisation Name

Organisation SRA ID

Address line 1

Address line 2

Address line 3

City/Town

Postcode

County

Country

When do you plan to start training as a solicitor?

2. **I am starting the LPC**

3. **I am applying to authorised training providers for a job as a trainee solicitor**

4. **Other**

If you have answered "Other" please provide more information below:

Section 5. The Test

We have to make sure you are suitable to be a solicitor. If you need help answering questions in this section, you should contact us.

Filling out this section:

We need you to answer the questions clearly and honestly. Please tell us about any incidents or issues that are relevant - no matter where or when they happened.

If we find out about an issue you did not mention, we will take it as an indication that you are dishonest.

If you answer "Yes" to any questions, please give us all of the information we ask for. It's your responsibility to give us any evidence you think is relevant. We will investigate the matter ourselves as well, so we can make an informed decision.

Please tick to confirm you have understood everything explained above

Criminal offences

This refers to Section 1 of the Test.

If you have ever been convicted or cautioned

You must tell us about all "spent convictions" unless they are protected convictions or protected cautions. You should refer to Section 8 of the Test for more information about protected convictions and cautions: www.sra.org.uk/solicitors/handbook/suitabilitytest/

Please tick to say you have read and understood this statement

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

1. which meant you were given a custodial or suspended sentence;
2. involving dishonesty, fraud, perjury or bribery;
3. that resulted in you being put on the Violent and Sex Offender Register;
4. associated with obstructing the course of justice;
5. that involved signs of discrimination towards others;
6. associated with terrorism;
7. that was racially aggravated;
8. that was motivated by any of the "protected" characteristics defined within the Equality Act 2010; and/or
9. more than once?

Yes

No

If you answered "Yes", we will refuse your application unless there are exceptional circumstances. If you think this applies to you, please explain why in your statement of events.

5.2 Have you ever:

1. been convicted by a court of a criminal offence not covered by options 1-9 above;
2. been included on the Violent and Sex Offender Register, but without having been convicted of a crime; and/or
3. accepted a caution for an offence involving dishonesty?

Yes

No

Section 5. The Test (continued)

If you answered “Yes”, we are more likely than not to refuse your application. Please explain what happened in your statement of events. Include any mitigating circumstances.

5.3 Have you ever:

1. had a local warning from the police;
2. accepted a caution from the police for an offence not involving dishonesty;
3. had a Penalty Notice for Disorder (PND) from the police;
4. had a final warning or reprimand from the police (youths only); and/or
5. had a referral order from the courts (youths only)?

Yes No

If you answered “Yes”, we may refuse your application. Please explain what happened in your statement of events. Include any mitigating circumstances.

5.3a Are you currently facing any criminal charges?

Yes No

You should tell us about any criminal charge(s) you may be facing. We will not make a decision until you can confirm the outcome of your case.

If you have answered “Yes” to any of questions 5.1 to 5.3a, you must give us all of the following:

- A **A full statement of the events**, including your explanation and attitude towards the offence(s).
- B **References** from at least two independent professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- C **Evidence that shows you are rehabilitated.**
- D **Documentary evidence in support of your case.** This should include an independent report that supports your account of the events. You can get a report from the Court or police.
- E **Evidence that you have paid any fines you were given.**

We may decide to check for criminal records. If we do, we will contact you to explain the process.

Assessment offences

This refers to Section 4 of the Test.

5.4 Have you ever committed (or been adjudged by an education establishment to have committed) a deliberate assessment offence that 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.

Section 5. The Test (continued)

If you answered “Yes” to question 5.4 you must give us all of the following:

- A **A full statement of the events** including:
 - any circumstances you think are exceptional,
 - your understanding of the rules for referencing material, using group work or using collaborative material,
 - whether you could reasonably have been expected to realise what you were doing was wrong
- B **At least one independent report** on the events from the university or course provider. (Minutes from meetings or hearings, for example).
- C **References** from at least two independent, professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D **Documentary evidence in support of your case.** This should include an independent report that supports your account of the events.
- E **Evidence that shows you are rehabilitated.**

Financial behaviour

This refers to Section 5 of the Test.

5.5 Have you ever been declared bankrupt, entered into any Individual Voluntary Arrangements (IVA’s) or had a County Court Judgment (CCJ) issued against you?

Yes No

If you answered “Yes”, we will assume that you cannot manage your finances properly. We will refuse your application unless there are exceptional circumstances.

If you have answered “Yes” to question 5.5 you must give us all of the following:

- A **A full statement of the events**, including any circumstance you think are exceptional.
- B **At least one independent report**, including paperwork from your court hearing with dates, court reference numbers and the outcome.
- C **References** from at least two independent, professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D **A credit report** from Experian from no more than one month before the date you submit this application.
- E **Independent evidence** of things you have done to clear any debts, satisfy any judgments, and manage your finances.

Regulatory history

This refers to Section 6 of the Test.

5.6 Have you ever:

1. had any disciplinary findings, sanctions or actions brought against you by a regulatory body (or any court or body hearing appeals);
2. failed to give information to a regulatory body when asked;
3. given false or misleading information to a regulatory body;
4. breached a regulatory body’s requirements;
5. been refused registration by a regulatory body; and/or
6. failed to comply with a request from a regulatory body?

Yes No

If you answered “Yes”, we will refuse your application unless there are exceptional circumstances.

Section 5. Suitability Test (continued)

5.7 Has any regulatory body ever given you a reprimand or a warning about your conduct?

Yes

No

5.7a Are you currently facing any disciplinary proceeding(s) or investigation(s)?

Yes

No

You should tell us about any ongoing regulatory matters. We will not make a decision until you can confirm the outcome.

If you answered “Yes”, we may refuse your application unless there are exceptional circumstances.

If you have answered “Yes” to any of questions 5.6 to 5.7a, you must give us all of the following:

- A **A full statement of the events**, including any circumstances you think are exceptional.
- B **At least one independent report** on the events, including documents from the regulatory body, minutes from hearings or meetings, confirmation of the outcomes and details of any appeals or sanctions.
- C **Details of any disciplinary proceedings or investigations you may be facing**. If this applies, we will not make a decision until you can show us the outcome of these proceedings (or that they have been dropped).
- D **References** from at least two independent, professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- E **Independent evidence** of anything you have done to satisfy findings or sanctions.

Any other behaviour

This refers to Section 3 of the Test. It covers issues you have not already mentioned that could fall within the Test and make you unsuitable to become a solicitor.

5.8 Have you ever:

1. been responsible for dishonest, violent or discriminatory behaviour;
2. abused your position for (yours or anyone else's) financial gain;
3. abused a position of trust in relation to vulnerable people;
4. been guilty of any behaviour that shows you cannot be relied upon to uphold your regulatory duties?

Yes

No

If you have answered “Yes”, we will refuse your application unless there are exceptional circumstances.

If you have answered “Yes” to question 5.8 you must give us all of the following;

- A **A full statement of the events**, including any circumstances you think are exceptional.
- B **At least one independent report** on the events.
- C **References** from at least two independent, professional people. They should know about the incident and refer to it specifically. Ideally at least one should be an employer or tutor. Your references cannot come from personal friends or relatives.
- D **Evidence that shows you are rehabilitated.**

Section 6. Declaration

- 6.1 I confirm that I will not start training unless you have confirmed I am suitable.
- 6.2 I declare that the information I have given is true and correct.
- 6.3 I give permission for you to do any investigations to decide whether I am suitable to start training.
- 6.4 I confirm that I have no more issues to declare under the Test.
- 6.5 I understand that I now have an ongoing obligation to tell you if any issues arise that could fall within the Test.
- 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.

Full Name

SRA ID (if applicable)

Your Signature

Date

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

Application Checklist

To help us process your application quickly, please check that:

- You have read the “Getting started” section at the top of this application.
- The application has been fully completed and the declaration signed.
- You have all of the information we need to make a decision, including:
 - a statement of events;
 - an independent report;
 - professional references on letter headed paper (or they can be sent directly by the referees to pre-admission@sra.org.uk); and
 - all of the other relevant information we have asked for in Section 5 of this application.
- You have attached a completed Methods of Payment form (if applicable) - this can be found at www.sra.org.uk/payment/.

We will return your documents if we do not get all the information we need within 30 days of us receiving your application.

Guidance notes

Please answer all sections.

Section 1 - Personal details - complete all sections.

Section 2 - Home address/ Contact address

We need your current permanent address to enable us to continue with your application. If the address you would like us to send any letters to is different, please also give us this.

Section 3 - Previous applications

Please give us the details of any previous applications you made for student enrolment, eligibility to commence a period of recognised training or to check your character and suitability.

Section 4 - Reason for applying

You do not need to apply if you do not have an offer to start training as a solicitor. You can apply if you want us to consider your suitability before you start the LPC and/or apply to authorised training providers.

You must complete this application before you start training as a solicitor and you have something to tell us about that falls within the Test.

If you do not know the exact date the training will start, give us an estimated date.

Section 5 - The Test

You must read the Test, which can be accessed here:

www.sra.org.uk/solicitors/handbook/suitabilitytest

You must declare any issue(s) under the Test. If you fail to do so it may affect your suitability to start/ continue your training or admission to the roll as a solicitor.

Section 6 - Declaration

You must tell us if there are any issues that fall under the Test after you send us this application.

If you do not tell us of an issue, it will be an indication to us that you are dishonest. Unless there are exceptional circumstances we will not allow you to start or continue with your training as a solicitor.

Please make sure you complete the declaration and sign and date it. By signing the declaration you are confirming you have completed the form with correct information.

Returning the form

A fee of £100 is payable if you are asking us to consider your suitability before starting the LPC. If you have an offer of employment as a trainee solicitor there is no fee payable.

Please send the fully completed application form and appropriate fee to:

Email

With a fee: cashiers@lawsociety.org.uk - if paying by bank transfer only.

Without a fee: pre-admission@sra.org.uk

Post Authorisation, The Solicitors Regulation Authority, The Cube, 199 Wharfside Street, BIRMINGHAM, B1 1RN

DX DX720293 Birmingham 47

Bank Transfer payments

If paying directly from your bank account, please make sure you complete the relevant section of the Methods of Payment form.

You must make sure you ask your bank to pay us. We are unable to request the payment for you.

Methods of Payment form

Our Methods of Payment form can be found here www.sra.org.uk/payment/.

You can pay the full amount by cheque, postal order or bank transfer. We do not accept payment by credit or debit cards. Cheques should be made payable to the Law Society.

Please note that we will hold any payment we receive without an accompanying application form for up to 30 days before returning it.

What happens next?

Once your application has been received, we will aim to make an assessment of your application within 30 days. As you have advised us of character and suitability issues, your application may take up to six months for a decision to be made.

We will check your application to make sure we have all of the information we need. If your application is incomplete or we need more information, we will contact you to ask for this.