Please complete all sections of this application form using a computer or in black ink using block capitals.

Once completed, please send this form and the supporting documents to us at [wblapplications@cilexregulation.org.uk](mailto:wblapplications@cilexregulation.org.uk)

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| **PART 1: PERSONAL INFORMATION** | | | | | |
| **CILEx Membership Number:** | Click here to enter text. | | | | |
| **Title:** | Mr | Mrs | Miss | Ms | Other |
| **Forenames:** | Click here to enter text. | | **Surname:** | Click here to enter text. | |
| **First Line of Address:** | Click here to enter text. | | **Town:** | Click here to enter text. | |
| **County:** | Click here to enter text. | | **Postcode:** | Click here to enter text. | |
| **Daytime telephone number:** | Click here to enter text. | | **Email:** | Click here to enter text. | |

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| **PART 2: GENERAL EMPLOYMENT INFORMATION** | | | | | | | | | | | | |
| **Area of Practice**  Tick the boxes below to indicate which area of legal practice you undertake at present. | | | | | | | | | | | | |
| **Civil Litigation** | | Personal Injury | | Debt Recovery | | | Housing | | | Employment | | |
| General Litigation | | | | | | | | | | |
| **Criminal Litigation** | | Defence | | Prosecution | | |  | | |  | | |
| **Family Law** | | Family | |  | | |  | | |  | | |
| **Property** | | Residential Conveyancing | | | | | Commercial | | | | | |
| **Public Law Work** | | Local Authority | | Government | | | Welfare Benefits | | | | Immigration | |
| **Private Client** | | Finance | | Probate/Wills | | | | | | | | |
| **Corporate** | | Company | | Commercial | | |  | | |  | | |
| **Legal Practice** | | Practice Management | | | | | Costs/Accounts | | | | | |
| **Non Legal** | | Non-legal work | |  | | |  | | |  | | |
| **Crown Prosecution Service** | | Associate Prosecutor | | Other | | |  | | |  | | |
| **Type of Practice**  Tick the boxes below to indicate which type of legal practice you work in at present. | | | | | | | | | | | | |
| Solicitor’s firm  0-20 partners |  | | Solicitor’s firm  20+ partners | |  | Licensed Conveyancer’s firm | |  | Non-legal organisation | | |  |
| Local Authority |  | | Government Department | |  | Law Centre/CAB | |  | Commercial Company | | |  |
| Self Employed |  | | Other legal organisation | |  | ABS | |  |  | | | |

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| **PART 3: EMPLOYMENT** | |
| **Name of Employer:** | Click here to enter text. |
| **Employer Address:** | Click here to enter text. |
| **Job Title:**  (e.g. Apprentice) | Click here to enter text. |
| **Date Apprenticeship commenced:** | Click here to enter a date. |
| **Date Apprenticeship ceased:** | Click here to enter a date. |

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| **PART 4: ELIGIBILITY** |
| To evidence eligibility to apply to become a Chartered Legal Executive please attach the following documents to your application form.  The person who certifies the copy of the Apprenticeship Certificate, stating it is a true and certified copy, must be a practising or retired professional registered with the appropriate professional body, for example, a Chartered Legal Executive, solicitor, barrister or licenced conveyancer or must be a representative of an institution recognised by a regulatory authority or professional body to provide learning and/or award qualifications and authorised to sign it on behalf of the institution’s behalf. |
| Original Chartered Legal Executive Apprentice Employer Declaration   * Full name of supervisor signing…………… ……………………….………………… * Qualification of supervisor signing……………………………………………………. * Professional membership number……………………………………………………. * Email address…………………………………………………………………………… |
| Certified copy of IFA Apprenticeship Certificate (see above)   * Full name of person certifying………….……………….………………………………. * Qualification of person certifying..………………………………………………………. * Professional membership number……………………………………………………… * Email address…………………………………………………………………………….. |

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| **PART 5: PRIOR CONDUCT** | | | |
| You must provide an answer to each of the questions below and sign and date the declaration. If the answer is yes to any of the questions, please provide details. Please read the [guidance notes](https://www.cilexregulation.org.uk/~/media/fc58b6476ae74372b1d6f88013ea7cbf.ashx) which explain the following questions. | | | |
| **Question** | | **Yes** | **No** |
| 1 | Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? |  |  |
| 2 | Have you ever been subject to any investigations or proceedings by any regulatory or professional body (including findings or orders currently under appeal)? |  |  |
| 3 | Have you ever been adjudged bankrupt or made a composition with creditors? |  |  |
| 4 | Have you ever been removed from being a trustee of a charity, or removed from being concerned with the management or control of a charity? |  |  |
| 5 | Have you been removed from office as a member, director or manager of any public body? |  |  |
| 6 | Have you been disqualified as acting as a director of a company? |  |  |
| 7 | Have you been the subject of a civil judgment? This includes a civil judgment as a result of a fixed penalty notice that you have failed to pay. |  |  |
| 8 | Have you been involved in any other matter which may be relevant to a decision by CILEx Regulation to admit, authorise or approve you? |  |  |
| 9 | If you have ticked Yes to any of questions (1-8) above, are you declaring this matter to CILEx Regulation for the first time? |  |  |
| **Please use the space below to provide details relevant to those questions above for which you have answered yes.** | | | |
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| **Additional Questions**  In order for CILEx Regulation to fulfil its duties under the consumer regulatory objective within the Legal Services Act (2007), we require regulated members to answer the following questions: | | | |
| 10 | Has a determination (i.e. a decision) been made by the Legal Ombudsman in the last 12 months against you or your employer in relation to a complaint about your work and/or service? |  |  |
| 11 | Have any clients made a complaint about your work and/or service to you or your employer in the last 12 months? |  |  |

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| **PART 6: DECLARATION** | | | |
| I declare that the information given in this form is correct and request you to issue to me a Chartered Legal Executive certificate.  I understand that once registered as a Fellow of CILEx I shall be bound by the Charter, the bye-laws and all other regulations of CILEx Regulation for the time being in force, including the Code of Conduct and supporting guides to good practice.  I agree that the Chartered Legal Executive certificate issued to me shall remain the property of CILEx Regulation and undertake to return it if I cease to be a Fellow. | | | |
| **Signed:** |  | **Date:** | Click here to enter a date. |

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| **PART 7: DATA PROTECTION** |
| **Data Protection Act:** Fellows’ names, and those of their employers, will be published in the Directory of Fellows on the CILEx Regulation website and in other directories which provide information about law firms and lawyers.  The personal data you provide to CILEx or CILEx Regulation will be used by them to consider this application and to enable them to meet their obligations as a professional body and Approved Regulator under the Legal Services Act 2007. We may also share relevant personal data with approved publishers of legal directories and suppliers of membership benefit products, but you or the manager concerned may ask us not to do so by contacting CILEx Regulation on 01234 845770 or emailing info@cilexregulation.org.uk.  In addition to publishing basic information about Fellows on our own website and providing that information to other approved publishers of legal directories, we provide it in a publicly available database where third parties, including operators of comparison websites and other commercial organisations, may access it in reusable form and republish it, alone or in combination with other information.  **If your manager(s) agree(s) to the inclusion of their details (which may include any publishable disciplinary information) in this database, please tick:**  More information about the use we may make of your data is given in our privacy statement at cilexregulation.org.uk. Information about disciplinary matters is only made public in accordance with the CILEx Regulation Publication Policy available at cilexregulation.org.uk. |