**You should complete this application using a computer or in black ink using block capitals.**

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| **PART 1: PERSONAL INFORMATION** | | | | | | | |
| **CILEx Membership Number:** |  | | | | | | |
| **Title:** | Mr | Mrs | Miss | Ms | | Other | |
| **Forenames:** |  | | **Surname:** |  | | | |
| **First Line of Address:** |  | | **Town:** |  | | | |
| **County:** |  | | **Postcode:** |  | | | |
| **Daytime telephone number:** |  | | **Email:** |  | | | |
| **Do you consent to CILEx Regulation using anonymised extracts from your portfolio and logbook sheets as examples for the purpose of providing guidance to prospective applicants?** | | | | | Yes | | No |

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| **PART 2: ELIGIBILITY TO APPLY FOR FELLOWSHIP** |
| **You must have completed 3 years’ Qualifying Employment to be eligible for admission as a Fellow.**  Please attach a copy of your Qualifying Employment decision letter to evidence your eligibility to apply for Fellowship  If you have not had your employment assessed for the purposes of Qualifying Employment, please attach a fully completed Qualifying Employment application form to this form for assessment. The form can be found on the CILEx Regulation website. |

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| **PART 3: 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 4: EMPLOYMENT** |
| Please provide information about your employment starting with the most recent. You should include information covering the past **3 years** at least. Please continue on a separate sheet if necessary. |

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| **Employment 1 (current employer)** | | | | | | |
| **Name of Current Employer:** |  | | | | | |
| **Company Address:** |  | | | | | |
| **Job Title:** |  | | | | | |
| **Hours worked per week:** |  | | | | | |
| **Date employed from:** |  | **Is this your current role:** | | | Yes | No |
| **If No, Date Employed to:** |  | | | | | |
| **Supervisor Details** | | | | | | |
| **Full name:** |  | | **Job Title/Position:** |  | | |
| **Qualification:** |  | | **Membership Number:**  (e.g. SRA, Bar, CILEx) |  | | |
| **Email:** |  | | | | | |

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| **Employment 2** | | | |
| **Name of Employer:** |  | | |
| **Company Address:** |  | | |
| **Job Title:** |  | | |
| **Hours worked per week:** |  | | |
| **Date employed from:** |  | **Date employed to:** |  |
| **Supervisor Details** | | | |
| **Full name:** |  | **Job Title/Position:** |  |
| **Qualification:** |  | **Membership Number:**  (e.g. SRA, Bar, CILEx) |  |
| **PART 5: STATEMENT OF PROGRESSION** | | | |
| You should provide a statement in support of your application which outlines how your career has progressed since you began in legal practice.  If you have previously had your Qualifying Employment assessed, please provide this information *from the date of your Qualifying Employment decision*. Please continue on a separate sheet if necessary. | | | |
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| **Have you had any breaks in this employment e.g. furlough, long term sick leave, maternity leave, sabbatical (more than 6 weeks)? Please provide dates (from/to) and brief details.** | | | |
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| **PART 6: 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 7: 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:** |  |

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| **PART 8: EMPLOYER’S DECLARATION** | | | | | |
| **Notice to member:**  Once you have compiled your portfolio and are eligible to apply, you will need to ask your current supervisor to complete the statement below. | | | | | |
| **Notice to Supervisor:**  This section must be completed by a person who has responsibility for the work of the applicant. This should be an Authorised Person\*. Where you do not fit into the category, please specify the position that you hold and your qualifications. You are required to certify whether the applicant has met the requirements for the purposes of Fellowship.  \*Authorised Person means a person who falls within the definition of Section 18 of the Legal Services Act 2007.  If the supervisor is not an Authorised Person, your application may be referred to the Admissions and Licensing Committee. | | | | | |
| **I can confirm that:** | |  | | | *(Applicant’s Name)* |
| **CILEx Membership Number:** | |  | | |  |
| **has been employed by:** | |  | | | *(Company Name)* |
| **as a:** | |  | | | *(Job Title)* |
| **since:** | |  | | | *(Date to – from, if applicable)* |
| **and has specialised in:** | |  | | | *(area of law)* |
| In my opinion the applicant has satisfactorily carried out their duties while in employment and satisfactorily met the Work Based Learning Outcomes. I confirm that I have reviewed the Work Based Learning portfolio and confirm that all of the evidence within the portfolio is the work of the applicant. To the best of my knowledge the applicant is a fit and proper person to be admitted as a Fellow. | | | | | |
| **Name of Supervisor:** |  | | **Position in firm:** |  | |
| **Qualification (Fellow / Solicitor):** |  | | **Membership Number (SRA/CILEx/Bar):** |  | |
| **Email:** |  | | | | |
| **Signed:** |  | | **Date:** |  | |

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| **PART 9: PAYMENT** | |
| **Please provide contact details so that we can arrange for an invoice to be sent to you or your employer.** | |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **PO Reference (if applicable):** |  |

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| **PART 10: 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.  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. |

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| **PART 11: WORK BASED LEARNING OUTCOMES CHECKLIST GRID** |
| This grid below provides a quick reference as to which outcomes you have achieved and the date when you achieved them (i.e., undertook the work). Some outcomes must be achieved twice and others only once, using evidence gained during the last **2 years’** qualifying employment period. |

| **OUTCOMES – Grouped by Competency** | | **Date Achieved (DD/MM/YY)** | |
| --- | --- | --- | --- |
| **Ex 1** | **Ex 2** |
| 1.1 | Apply the law to the matter |  |  |
| 1.2 | Apply relevant legal procedure to a matter |  |  |
| 1.3 | Identify and deal with the issues arising in a matter |  |  |
| 1.4 | Undertake legal research |  |  |
| 2.1 | Communicate legal issues using appropriate methods |  |  |
| 2.2 | Use suitable language in communication |  |  |
| 2.3 | Address all issues in communication |  |  |
| 2.4 | Seek appropriate information through communication |  |  |
| 2.5 | Represent a client through effective communication and other skills |  |  |
| 3.1 | Identify and understand a client’s or service user’s position |  |  |
| 3.2 | Take accurate instructions on legal matters from clients or service users |  |  |
| 3.3 | Provide clear legal advice to clients or service users |  |  |
| 3.4 | Evaluate the risk, costs and benefits of alternative courses of action |  |  |
| 3.5 | Take action to deal with instructions received |  |  |
| 3.6 | Manage a client’s or servicer user’s expectations |  |  |
| 4.1 | Progress matters expeditiously |  |  |
| 4.2 | Plan your workload to deliver a good legal service to clients or service users |  |  |
| 4.3 | Maintain files and records in accordance with procedures |  |  |
| 5.1 | Demonstrate an understanding of the business environment of a legal practice or organisation. |  |  |
| 5.2 | Evaluate the risks, costs and benefits of alternative courses of action to the business |  |  |
| 6.1 | Apply the rules of professional conduct appropriately to relevant situations |  |  |
| 6.2 | Provide appropriate information to clients and service users |  |  |
| 6.3 | Understand the need to avoid discrimination and promote equality and diversity |  |  |
| 7.1 | Evaluate your professional skills and legal knowledge |  |  |
| 7.2 | Understand the limitations of your professional skills and knowledge |  |  |
| 8.1 | Establish effective working relationships with others involved in a legal matter |  |  |
| 8.2 | Demonstrate ability to select and provide appropriate information to others as required by the law |  |  |

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| **PART 12: WORK BASED LEARNING SUBMISSION CHECKLIST** | |
| Please ensure you have completed all sections of the form and submit the **original** form to CILEx. Please ensure you enclose the following (where applicable) with your application form. | |
| Qualifying Employment Application Form *(if applicable)* |  |
| Copy of Qualifying Employment decision letter *(if applicable)* |  |
| Work Based Learning Portfolio  Logbook sheets should hold original signatures of you and your supervisor |  |
| **Employer Reference**  Please provide a reference from your supervisor in support of your application.  The reference should be **on headed paper, dated and signed**. Please provide the **original reference** and not a photocopy.  If you are submitting a Qualifying Employment application form with this application, you only need to provide one reference for both applications. If you have had your Qualifying Employment assessed by the office within the last 6 months, please provide a copy of the reference you submitted with the application. If your supervisor’s reference predates your Work Based Learning application by more than 6 months, please provide a fresh reference. |  |