

Employer Partner Application Form

Kempston Manor | Kempston | Bedfordshire | MK42 7AB

Please refer to the Guidance Notes before completing this form.

Applicant Organisation details:

Organisation name: _____

Name of individual responsible for this application: _____

Organisation address: _____

Telephone: _____

Organisation Registration No.: _____

Website: _____

Social media details: _____

Contact details (individual responsible for this application):

Title/Name: _____

Direct line: _____

Direct email: _____

Trade names and related companies

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Organisation size:

<input type="checkbox"/> <10 employees or Annual Turnover <£2m	
<input type="checkbox"/> <50 employees or Annual Turnover < £10m	
<input type="checkbox"/> 50- 250 employees or Annual Turnover 10m -£50m	
<input type="checkbox"/> >250 employees or Annual Turnover > £50m	

Data Protection Act: The information you provide in this form is collected to enable the CILEX Group to provide you with CILEX Corporate Partnership services, data held will be updated regularly through our ongoing contact with you during the course of the Partnership. Full details of the CILEX Group Privacy Statement can be found here https://www.cilex.org.uk/about_cilex/cilex_group_privacy_statement

Insurance

Public Liability Insurance (including Products Liability)

I confirm that the Organisation has the appropriate insurance and I have enclosed a copy of the current certificate

Employers Liability Insurance

I confirm that the Organisation has the appropriate insurance and I have enclosed a copy of the current certificate

Application declaration

I declare that the information provided in support of the application to become a CILEx Employer Partner is true and accurate, and that:

- the Applicant Organisation confirms that they meet the standards required of a CILEx Employer Partner as set out in the CILEx Employer Partner Standards Guidance (see below)
- the Applicant Organisation will, at all times, comply with CILEx Logo Usage Policy and Identity Guidelines
- to the Applicant Organisation's knowledge, there is no litigation, arbitration or administrative proceedings pending or underway against the Applicant Organisation, its Partners, Directors or Officers, which may adversely affect this application, or CILEx' professional integrity and/or reputation, as a result of any partnership
- the Applicant Organisation will notify CILEx of any information in regard to the Applicant Organisation's reputation or business operations, that might adversely affect this application or CILEx' professional integrity and/or reputation, as a result of any partnership, and understands that such notice might result in such partnership being cancelled with immediate effect.

I understand that any false information submitted may invalidate the application and cause it to be rejected by CILEx at any stage of the application process.

Signature:

Position:

Date:

Completed forms should be returned to: corporatepartnership@cilex.org.uk

CILEx Employer Partner Standards Guidance

In submitting this application, the Applicant Organisation confirms that they meet the standards set out below and have provided the necessary supporting evidence or statements to demonstrate how it meets (or, where applicable, intends to meet) those standards:

- the Applicant Organisation is a recognised legal entity
- the Applicant Organisation operates a clear and transparent management and staffing structure.
- the Applicant Organisation's governance and management structure is clearly defined, documented and understood
- the Applicant Organisation's core values and business practices align with and support CILEx Mission, Vision and Values
- the Applicant Organisation is committed to:
 - Encouraging & contributing to a diverse legal profession
 - Maintaining standards across the professional and legal services sector
 - Promoting a culture of strong ethical behaviour within its organisation and across the professional and legal services sector
 - Developing and maintaining professional knowledge, skills and behaviours for the benefit of all
 - Promoting innovation and continuous improvement across the professional and legal services sector
 - Recognising & rewarding competence and offering development opportunities on merit
 - Encouraging and supporting life-long learning & development
- there is an organisation-wide approach to staff development, linked to individual and business need.

NB Omission of any supporting evidence may delay the processing of your application

Indicative supporting documentation

We understand that organisations vary and that the supporting evidence available to them will also vary. Listed in the guidance below are examples of the types of evidence that you might consider submitting in support of your application.

Applicants are welcome to submit alternative evidence where it is considered more applicable/appropriate to their application and may use the same piece of evidence to indicate how they meet multiple standards.

	Standard	Indicative Evidence <i>(suggested materials to be considered a guide only).</i>
1.1	The Applicant Organisation is a recognised legal entity with a clear company structure	<i>Regulator/Regulator's Reference No. Companies House number Company structure (showing parent and subsidiaries if applicable)</i>
	Standard	Indicative Evidence
2.1	The Applicant Organisation has a Governance structure in place with oversight and clear accountability for all key functions	<i>Governance map/structure showing key functions and person with named accountability</i>
2.2	The governance and management structure is clearly defined, documented and understood	<i>Up-to-date organisation chart Memorandum and Articles</i>
2.3	There is support for the Applicant Organisation's application from Senior Management The individual signing and submitting this application is authorised to make this application on behalf of the Applicant Organisation	<i>Application signed by Senior Management Letter or support</i>
2.4	The Applicant Organisation's core values and business practices align with & support CILEx Mission, Vision and Values	<i>Business plan/ organisational strategy / mission statement</i>
	Standard	Indicative Evidence
3.1	The Applicant Organisation has a clear and transparent management and staffing structure	<i>Up-to-date organisation chart</i>
3.2	The Applicant Organisation contributes to the development of a diverse legal profession & has a thorough and consistent approach to staff recruitment	<i>Signatory/Advocate of the Women in Law Pledge External Accreditations (IIP) External Awards Recruitment policies and procedures Widening Access initiatives Example job descriptions</i>
3.3	Roles, responsibilities and accountabilities are clear for all staff	<i>As above</i>
3.4	There is an organisation-wide approach to staff development, linked to individual and business need. The Applicant Organisation encourages and supports life-long learning & development	<i>Staff development policy and procedures; plans and activities In-house training, CPD support process & monitoring External Accreditations (IIP) Gender Pay Gap results/action Professional memberships data (CILEx/Solicitors/CLC etc) Policy and procedure(s) for individual & Organisation performance review</i>
3.5	The Applicant Organisation is committed to developing and maintaining professional knowledge, skills and behaviours for the benefit of all	<i>As above</i>
3.6	The Applicant recognises & rewards competence, offering development opportunities on merit	<i>As above</i>
3.7	The Applicant Organisation encourages innovation and continuous improvement across the professional and legal services sector	<i>As above</i>