

Fellowship Form



Institute Membership No.

Office use only: Reg. no.

1. Personal Details

Title: Mr Mrs Miss Ms Other

Family Name:

Forenames:

Address:

Town:

County: Postcode:

Tel: Email:

Date of Birth: Day Month Year 19 Age Gender (M/F)

2. Employment Details

Please provide information on all your qualifying employment starting with the most recent.

Employers Name & Address	Nature of Employment	Dates	
		From	To

3. Qualifications

Subjects	Date passed or ILEX exemptions granted	Subjects
Level 6 Professional Higher Diploma in Law and Practice		

Date enrolled in Graduate grade:

4. Specialist Categories of Practice

Please tick the appropriate box(es)

Main Category:

Sub Categories:

Civil litigation

Personal injury

Debt recovery

Housing

Employment

General litigation

Criminal litigation

Defence

Prosecution

Family law

Family

Conveyancing

Conveyancing

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

5. Categories of Employment

Please tick the appropriate box

Solicitors firm (0-20 partners)

Government department

Solicitors firm (20+ partners)

Law centre / CAB

Licensed conveyancers firm

Self employed

Commercial company

Other legal organisation

Local authority

Non-legal organisation

6. Nature of Duties

Please tick the appropriate box

Fee Earner

Legal accounts

Practice management

Other legal work

Legal secretary

Non-legal work

7. Please enclose a copy of your current job description if you have one. If not, describe below the work you currently undertake on a daily basis.

8. Please explain the types of actions and/or transactions you have been engaged upon.

Currently

Previously

9. Supervision

Name of current supervisor: _____

Job Title: _____

Level of supervision (i.e. approx. number of hours per week): _____

10. What has your typical case load been over the last five years. (Case load is the number of cases/matters you have responsibility for at any given time)

11. Pro-Bono

If you usually undertake Pro-Bono work please tick this box:

12. Do you have police station accreditation?

Yes

No

13. Prior Conduct

1. Has any decision ever been made against you (whether currently under appeal or not) excluding or expelling you from any professional body. Yes No
2. Have any proceedings been taken against you under the Solicitors' Act 1974, including under section 43 which provides for control of the employment for solicitors' staff? Yes No
3. Has a declaration of bankruptcy been made against you or have you made any arrangement with your creditors? Yes No
4. Are there any outstanding judgments or orders of the court against you? Yes No
5. Has a caution or conviction been recorded against you in the UK or elsewhere (other than a motoring offence not resulting in disqualification)? (This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. Fellows are an exempt category under the Act; Fellows and applicants for Fellowship must include details of spent convictions) Yes No
6. Has any order been made against you by the Legal Ombudsman Yes No
7. Have any clients made a complaint about your work and/or conduct to you or your employer on the last 12 months? (This question is to enable IPS to collect information about the types and numbers of complaint made against ILEX members). Yes No

If the answer to any of the above questions is 'YES', please give further details below. (if you have answered 'YES' to question 5 please provide details of the offences and any convictions; a copy of any memorandum of conviction; and confirmation whether you have paid any fine or complied with any other order imposed on you)

14. Equality and Diversity

ILEX is committed to the promotion of race, disability and gender equality. ILEX monitors the diversity of its membership to ensure that its focus remains appropriate, inclusive and fair.

WHITE

British Irish Other White background

MIXED HERITAGE

White and Asian White and Black African
 White and Black Caribbean Other Mixed background

ASIAN or ASIAN BRITISH

Bangladeshi Indian Pakistani Other Asian background

BLACK or BLACK BRITISH

African Caribbean Other Black background

CHINESE or OTHER ETHNIC GROUP

Chinese Other ethnic group Prefer not to say

15. Equality Act 2010

ILEX is asked to monitor and provide statistical reports to the Ministry of Justice in keeping with equality and diversity. Additionally, ILEX is under a statutory duty to publish an Equality and Diversity Scheme; the Scheme includes monitoring the diversity of ILEX members.

The definition of disability is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. If this applies to you what reasonable adjustment do you need to use our services?

16. Declaration

I declare that the information given in this form is correct and request you to issue to me a Legal Executive certificate. I understand that once registered as a Fellow of ILEX I shall be bound by the Memorandum and Articles of Association, the bye-laws and all other regulations of ILEX for the time being in force, including the Code of Conduct and supporting guides to good practice. I agree that the Legal Executive certificate issued to me shall remain the property of the Institute and undertake to return it to the Institute if I cease to be a Fellow.

Signed: _____

Date: _____

Data Protection Act: Fellows' names, and those of their employers, will be published in the Directory of Fellows on the ILEX web site and in other directories which provide information about law firms and lawyers. In addition, your year of qualification as a Fellow will be disclosed by ILEX if it receives a request for this information.

Any information you provide to ILEX or IPS will be used by them to consider this application and, generally, to provide you with Membership services; and to enable them to meet their obligations as a professional body and Approved Regulator under the Legal Services Act 2007.

Institute of Legal Executives, Kempston Manor, Kempston, Bedford, MK42 7AB.

tel: +44 (0)1234 845777

web: www.ilex.org.uk

email: membership@ilex.org.uk

17. Certificate of Fitness

This section is a certificate of fitness in support of an application for admission as a Fellow of the Institute of Legal Executives.

To be answered and signed by a Solicitor, ILEX Fellow or other authorised practitioner who has responsibility for the work of the applicant.

Name of Applicant: _____

Institute Membership No.: _____

1. During what period has the applicant named above been in your employment

2. In what area or areas of Legal Practice has the applicant specialised whilst in your employment?

3. Has the applicant satisfactorily carried out his/her duties?

4. In your opinion is the applicant a fit and proper person to be admitted as a Fellow?

I am a Solicitor/Fellow/Barrister/Licensed Conveyancer and have responsibility for the work of the above named. I confirm I have seen the information provided by him/her in this application for admission as a Fellow and to the best of my knowledge it is true. (*Please indicate as appropriate)

Dated the day of 20

Name: _____

Signed: _____

Date: _____

Firm/company/authority : _____

Office address _____

Town _____

Town: _____

County: _____

Postcode: _____

Country: _____

Please also include a reference letter

Additional Information