

#### 4. Specialist Categories of Practice (Please tick the appropriate box(es))

##### Main category:

- Civil litigation  
Criminal litigation  
Family law  
Conveyancing  
Public law work  
Private client  
Corporate  
Legal Practice  
Non legal  
Crown Prosecution Service

##### Sub categories:

- |   |   |
|---|---|
| Personal injury <input type="checkbox"/>      | Debt recovery <input type="checkbox"/>    |
| Housing <input type="checkbox"/>              | Employment <input type="checkbox"/>       |
| General litigation <input type="checkbox"/>   |   |
| Defence <input type="checkbox"/>              | Prosecution <input type="checkbox"/>      |
| Family <input type="checkbox"/>               |   |
| Conveyancing <input type="checkbox"/>         |   |
| Local authority <input type="checkbox"/>      | Government <input type="checkbox"/>       |
| Welfare benefits <input type="checkbox"/>     | Immigration <input type="checkbox"/>      |
| Finance <input type="checkbox"/>              | Probate / wills <input type="checkbox"/>  |
| Company <input type="checkbox"/>              | Commercial <input type="checkbox"/>       |
| Practice management <input type="checkbox"/>  | Costs / accounts <input type="checkbox"/> |
| Non legal work <input type="checkbox"/>       |   |
| Associate Prosecutor <input type="checkbox"/> |   |

#### 5. Categories of Employment (Please tick the appropriate box)

- |   |   |
|---|---|
| Solicitors' firm (0-20 partners) <input type="checkbox"/> | Government department <input type="checkbox"/>    |
| Solicitors' firm (20+ partners) <input type="checkbox"/>  | Law Centre / CAB <input type="checkbox"/>         |
| Licensed conveyancers firm <input type="checkbox"/>       | Self employed <input type="checkbox"/>            |
| Commercial company <input type="checkbox"/>               | Other legal organisation <input type="checkbox"/> |
| Local authority <input type="checkbox"/>                  | Non legal organisation <input type="checkbox"/>   |

#### 6. Nature of Duties (Please tick the appropriate box)

- |  |   |
|--|---|
| Fee earner <input type="checkbox"/>          | Legal accounts <input type="checkbox"/>   |
| Practice management <input type="checkbox"/> | Other legal work <input type="checkbox"/> |
| Legal secretary <input type="checkbox"/>     | Non legal work <input type="checkbox"/>   |

#### 7. Assistance with Fees (Please tick the appropriate box(es))

- | My employer provides assistance with... | A                            | P                             | N                             |
|---|------------------------------|-------------------------------|-------------------------------|
| Registration/subscription fees:         | All <input type="checkbox"/> | Part <input type="checkbox"/> | None <input type="checkbox"/> |
| Course fees:                            | All <input type="checkbox"/> | Part <input type="checkbox"/> | None <input type="checkbox"/> |
| Examination fees:                       | All <input type="checkbox"/> | Part <input type="checkbox"/> | None <input type="checkbox"/> |
| Other (books etc)                       | All <input type="checkbox"/> | Part <input type="checkbox"/> | None <input type="checkbox"/> |

If other, please specify details: \_\_\_\_\_

#### 8. Other Professional Membership

Tick box if you are a member of another professional body:

Please specify details: \_\_\_\_\_

#### 9. Qualifications

Please indicate your highest level of qualification:

- Secretarial/clerical qualification. Please tick if this is an ILEX/City & Guilds exam:
- GC(S)E (grade C and above, or Grade 1 CSE. Please do not include craft or technology subjects)
- GCE A level/BTEC National/GNVQ 4 Advanced
- HNC (in Law)
- HND (in Law)
- Foundation Degree (in Law)
- Qualifying Law Degree
- Non-law degree
- Other professional qualification

#### 10. Qualifying Employment

Please state total number of years spent undertaking legal work within a solicitors' firm, legal department etc: \_\_\_\_\_

Have these years been continuous? If yes, please tick box:

If no, please specify why:

- Change of employment to non-legal work **(C)**
- Time off for domestic or personal reasons **(P)**
- Took a full-time course **(F)**

#### 11. 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 Black Caribbean  White and Black African
- White and Asian  Other Mixed background
- ASIAN or ASIAN BRITISH**  Indian  Pakistani  Bangladeshi  Other Asian background
- BLACK or BLACK BRITISH**  Caribbean  African  Other Black background
- CHINESE or OTHER ETHNIC GROUP**  Chinese  Other ethnic group  NOT STATED (prefer not to say)

#### 12. Disability Discrimination Act (DDA)

ILEX is recognised as a public body under disability legislation. The definition of disability under the Disability Discrimination Act (DDA) 1995 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.

Do you consider yourself to be disabled within the definition of the DDA? Yes  No

If yes, please outline any reasonable adjustments which you might need to allow you to study/take examinations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

