

Application for a Certificate of Eligibility to Sit the Qualified Lawyers Assessment

# Introduction and important information

This Application must be made to the Council no less than four months before the date of the first examination of the qualified lawyers assessment that the applicant intends to sit.

Failure to answer any of the questions or to enclose any of the required documentation will delay the process of your application.

An official translation of any documents not in English must be provided.

Please return this form to our Qualifications Coordinator at [exams@lawscot.org.uk](mailto:exams@lawscot.org.uk)

**\*\*Please note the QLA exams are held remotely however they may return to “in person” exams, we will advise candidates if this change happens and give candidates at least 6 months notice.\*\***

# Section 1: Applicant details

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forenames: |  |
| Current postal address, including post code: |  |
| Email address: |  |
| Telephone number: |  |
| Date of birth: |  |

# Section 2: Other names

Unless a formal change of name declaration or marriage certificate is enclosed with your application, the name given on your birth certificate will be used on all documents. We can supply a style of formal name change document on request.

|  |  |
| --- | --- |
| Maiden name (if applicable): | If applicable, enclose copy of your marriage certificate. |
| Have you been known by a name or names other than those detailed above? | Yes / No (delete as applicable)  If “yes” please provide details of any other name by which you are known or by which you have been known, with an explanation. |

# Section 3: Your professional title

|  |  |
| --- | --- |
| Professional title (e.g. Avocat / Rechtsanwalt): |  |
| In which jurisdiction(s) are you qualified? |  |
| What jurisdiction did you first qualify in? |  |
| Is this a common law jurisdiction? | Yes / No (delete as applicable) |

Please indicate your intentions as to practise or expected employment following any subsequent admission to the Roll of Solicitors in Scotland.

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# Section 4: Fitness and Properness disclosures

If you answer “Yes” to any of questions in this section, please provide full details in the section at the end of this application form.

Any disclosures made under this section are likely to be referred to the Society’s Admissions Sub-committee for consideration. A failure by applicants to disclose any matter that is pertinent to the Society will also be considered by the Admissions Sub-committee.

For additional information about our fitness and properness test, please see our [fitness and properness guidance](https://www.lawscot.org.uk/media/0vhdy300/fitness-and-properness-guidance.pdf). If you wish to discuss any matter relating to this section, please contact our Qualifications Coordinator at [exams@lawscot.org.uk](mailto:exams@lawscot.org.uk).

1. Have you ever been principal in a business that has been granted a Trust Deed, been declared insolvent or had a judicial factor appointed? Yes / No (delete as applicable)
2. Have you ever been convicted or charged with any criminal offence? Applicants must disclose both spent and unspent convictions (pursuant to and only to the extent that a requirement to disclose is consistent with the terms of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, as amended). This question should be interpreted as only referring to spent convictions which may properly be required to be disclosed in terms of the said Order. Applicants should consider the terms of that Order carefully when completing the application form. Yes / No (delete as applicable)

Note: Whether or not you have declared a conviction above you must complete the enclosed Disclosure Scotland application and send it with this form to the Society.

1. Are there any proceedings currently pending against you in respect of criminal charges or bankruptcy? Yes / No (delete as applicable)
2. Have you ever had a disqualification order made against you under the Company Directors Disqualification Act 1986? Yes / No (delete as applicable)
3. Have you ever been suspended, disqualified or had disciplinary action imposed on you by any professional or educational body, other than a school? Yes / No (delete as applicable)
4. Have you ever been denied or had revoked any license or permit, the procurement of which required proof of good character? Yes / No (delete as applicable)
5. Having read the separate guidance notes regarding assessment of whether an applicant is a fit and proper person to be a solicitor is there any other information, not already disclosed on this form, which might be relevant to assist the Society in assessing your suitability to be a solicitor? Yes / No (delete as applicable)
6. Have you ever previously applied to the Law Society of Scotland for a Certificate of Eligibility? Yes / No (delete as applicable)

# Section 5: Referees

Your referees will be asked by the Society to provide character references. Referees should be professionals and must be known to you for at least 3 years. Referees must not be near relatives. Ideally, one referee will be a Scottish solicitor. However, this is not a requirement.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Occupation: |  |  |
| Email: |  |  |

# Section 6: Your declaration

Failure to complete this form truthfully and/or correctly will be taken into consideration in relation to the application.

## Declaration and witnessing

The information given in this application (and any further information provided by me or on my behalf in connection with this application) is correct and complete to the best of my knowledge and belief.

I undertake to notify the Society as soon as I become aware that any information provided in connection with this application has changed or is no longer correct and complete. I undertake to notify the Society within 28 days of the occurrence of any change in circumstances or information affecting me which means that any declaration made, or information provided, by me on, or in connection with, any application submitted by me to the Society, although true and complete at the time made, would no longer be true and complete if the declaration or information were required to be made or provided again.

I authorise the Society to seek confirmation from third parties of any matters pertinent to a proper consideration of this application.

[Electronic signatures are accepted]

|  |  |
| --- | --- |
| Applicant signature: |  |
| Date signed: |  |

This declaration was signed by the above named applicant before me:

|  |  |
| --- | --- |
| Name of witness: |  |
| Address of witness: |  |
| Signature of witness: |  |
| Date witness signed: |  |

Please return this form to our Qualifications Coordinator at [exams@lawscot.org.uk](mailto:exams@lawscot.org.uk). If you have not received an acknowledgement within 2 weeks of the date that you submitted your application, please contact us.

GDPR, Data Protection Act 2018. For information about how we use your personal data see our privacy policy at [www.lawscot.org.uk](http://www.lawscot.org.uk)

# Fitness and Properness Disclosures – Additional Information

Where you have answered “Yes” to any of questions in section 4, please provide full details of this below. There are guidance notes below, in relation to some of the disclosures that you may have made. Where your disclosure relates to something that does not have further guidance below, please provide details of the circumstances leading to the matter.

|  |
| --- |
| For any declarations relating to bankruptcy, the granting of a Trust Deed or insolvency, provide the following below/with your application:   1. Full details of the circumstances leading to the bankruptcy, granting of the Trust Deed or insolvency. 2. Confirmation of whether there is more than one such deed or arrangement. 3. If a trust deed is disclosed, confirmation of the amount of the trust deed. 4. Confirmation of any amounts outstanding. 5. Any relevant trustee report(s). 6. If discharged, formal written verification of the discharge. |
| For any declarations relating to convictions for any criminal offence, provide the following below/with your application:   1. The number and nature of the conviction(s) and the sentence(s) imposed. 2. Full details of the circumstances leading to the conviction(s), including:   i) Whether anyone else was involved.  ii) Whether there was any premeditation.  iii) Whether the motive was for personal enrichment.  iv) Whether the offences were related to the practice of the law.   1. Details of your co-operation with the police, the courts and other relevant authorities, including:   i) Whether you pled guilty or not guilty.  ii) Whether you were represented in court. If so, please also provide confirmation of the details of your submission from the solicitor(s) that represented you.   1. The effects on you of having suffered the conviction(s). 2. Evidence of good character, your suitability to practice the law and your rehabilitation (e.g. probation reports, references from employers/ character references). |
| For all other declarations, provide details of the circumstances leading to the matter below/with your application. |

# Checklist of required supporting documentation

1. Certificate of Good Standing
2. Copy birth certificate or abbreviated birth certificate
3. Name declaration, if applicable
4. Passport size photograph
5. Further details, if you have answered “yes” to any questions in section 4
6. Application for a Standard Disclosure from Disclosure Scotland
7. Copy of identification to accompany Disclosure Scotland (see our website for further details on how to fill the Standard Disclosure from out and the identification needed)

Note: A non-refundable administration fee of £600 is payable for your application. An invoice for this fee will be sent to you within two weeks of receiving your application, with full details on how to pay.