

Application

Law Society Admission Program Enrolment

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Complete this application form fully and precisely; **omissions or inaccuracies in your answers may delay your enrolment**. The declaration must be sworn before a notary public or a commissioner. If the space provided for any answer is insufficient, complete your answer on a separate sheet. Sign and date the sheet and staple it to this form. When completed, this application form and supporting documents and fee must be filed with the Law Society of British Columbia not less than **30 days** before your enrolment start date. The Credentials Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. **Please review eligibility requirements before completing or filing this form.**

PART A: Enrolment information		
Enrolment start date: (DD/MMM/YYYY)	PLTC preferred start date: (DD/MMM/YYYY)	
Are you now or will you be doing a clerkship? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "yes", please specify:		
Court where clerkship is taking place:	Period of clerkship (specify dates):	
Clerking pattern:	From: To:	
PART B: Name and identification		
1. Full Given Name(s)	Surname	
2. Birth date (DD/MMM/YYYY)		
3. Place of birth: City	Province/State	Country
4. Drivers' license no.	Issuing jurisdiction	
5. Social security or other identification no. (optional)		
6. Have you ever used a name other than the above, formally or informally?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes," list all the names you have used (last, first, middle) and indicate when you used them:		<i>Please tape a 2" x 2" passport-type photo of yourself taken within three months of the date of this application.</i> <i>In the space provided below, write the date on which the photo was taken.</i>
Name	When used	
If the change in name was made by court order, attach a certified copy of the order.		Date of photo _____

PART C: Address

1. Current address

Street		City
Province/State	Country	Postal/ZIP code
Telephone	Email	

2. Permanent address (if different than above)

Street		City
Province/State	Country	Postal/ZIP code
Telephone	Email	

3. List your former places of residence for the preceding five years. Start with the most recent. Any omission will result in a delay in the processing of your application

From (YYYY/MM)	To (YYYY/MM)	Street	City	Province	Postal code

PART D: Education and employment experience

1. Have you been called and admitted to the bar in another Canadian jurisdiction? Yes No

If "yes", please specify

Jurisdiction(s) Date(s)

2. Have you been admitted to a law society or legal governing body in a jurisdiction outside Canada? Yes No

If "yes", please specify

Jurisdiction(s) Date(s)

Please obtain and attach a current certificate of standing from each legal governing body of which you are or have been a member.

3. List all secondary schools and post-secondary institutions you have attended **and are currently attending**, the dates of your attendance and any awards received. Start with the most recent.

From (YYYY/MM)	To (YYYY/MM)	Name of school or institution	Location	Degree attained	Awards

4. While attending at a post-secondary institution, have allegations of misconduct, including academic misconduct, ever been made against you or have you ever been suspended, required to withdraw, expelled or penalized by a post-secondary institution for misconduct? Yes No

If "yes", please provide details of the allegations, suspension, expulsion or penalty imposed upon you.

5. Using Schedule 1, list all full-time or part-time employment since you graduated from high school or for the immediately preceding 10 years, whichever is lesser. Start with the most recent and account for the total applicable period, including unemployment periods if applicable. **Any omission will result in a delay in the processing of your application.**

6. Have you ever been discharged, suspended or asked to resign from any employment? Yes No

If "yes", give full particulars

7. Have you ever served in any police force or in the armed forces? Yes No

If "yes", give full particulars

8. As a member of a police force or armed forces:

a. Have any formal charges or proceedings ever been instituted against you? Yes No

b. Have you ever been a defendant in a court martial? Yes No

9. If you have been discharged from a police force or the armed forces, state the nature of the discharge.

If the discharge was other than honourable, specify the date, the nature of the charge, the facts, the disposition of the matter, and the name and address of the authority in possession of the relevant records.

PART E: Good character

If you answer "yes" to any of the questions in this part, **give full particulars** on a separate sheet, including the applicable dates, places, nature of acts or offences, and penalties.

1. Have you ever:

a. been charged, in Canada or elsewhere, with any crime, offence or delinquency under a statute or ordinance, excluding parking or speeding tickets? Yes No

b. received any combination of speeding and/or parking tickets totaling more than five in the last three years? Yes No

c. been the subject of any alcohol or drug related driving prohibitions? Yes No

2. Have you, or has any company or partnership of which you are or were a director, officer or employee, ever:

a. Made an assignment under the *Bankruptcy and Insolvency Act*? Yes No

b. Had a petition for receiving order filed against you or it under the *Bankruptcy and Insolvency Act*? Yes No

c. Lodged a proposal under the *Bankruptcy and Insolvency Act*? Yes No

- d. Applied for a consolidation order under the *Bankruptcy and Insolvency Act?* Yes No
- e. Used the provisions of any federal or provincial legislation to seek a compromise of or delay in the payment of your or its debts? Yes No
- 3. Have you ever been a defendant in any civil action in which allegations of fraud, theft or misrepresentation were made against you? Yes No
- 4. Is there, at the present time, a civil action or a civil judgment outstanding against you? Yes No
- 5. Have you ever failed to obey a court order? Yes No
- 6. Have you ever been imprisoned for failing to obey a court order? Yes No
- 7. Have you ever, as member of a professional or other organization, had disciplinary action commenced against you, or been censured, suspended or disqualified? Yes No
- 8. Have you ever been denied, or had revoked, a licence or permit the procurement of which required proof of good character? Yes No
- 9. Have you ever been refused registration as a student of law, articled law student, law clerk or similar position in any jurisdiction? Yes No

PART F: Declaration of application

I, _____, do solemnly declare that:

- 1. I am the applicant described in this application for enrolment;
- 2. I have personal knowledge of the information I have provided in this application;
- 3. the information is true, accurate and complete; and

I make this solemn declaration conscientiously believing it to be true and knowing that it has the same legal force and effect as if made under oath.

Declared before me at the _____ of)
 _____ in the Province of)
 _____, this _____ day of)
 _____, _____)
 _____)
 _____)
 _____)
 _____)
 Notary public in and for the Province of _____,)
 or a Commissioner for taking affidavits for)
 _____)

Signature of applicant

PART G: Acknowledgment of principal

I, _____, acknowledge that:

1. I have agreed to act as principal to the person described in this application for enrolment; and
2. I have read his or her completed application for enrolment form.

Date

Signature of principal

PART H: Applicant's authorization and undertaking

I, _____, the applicant in this application for enrolment:

1. grant to the Law Society of British Columbia permission to ask any person, government, educational institution, police force, military authority, governing body or other organization about anything relevant to my application for enrolment as an articled student in the Law Society of British Columbia,
2. authorize any person, government, educational institution, police force, military authority, governing body or other organization enquired of under this authorization, to provide to the Law Society of British Columbia all information or documents requested by that Society;
3. undertake that, while enrolled in the Law Society Admission Program, I will comply with the *Legal Profession Act*, the Law Society Rules, the *Code of Professional Conduct Handbook* and any other requirements of the Society applicable to articled students.

Date

Signature of applicant

IMPORTANT

When completed, this application form and supporting documents must be filed with the Law Society not less than 30 days before your enrolment start date. Please ensure that you enclose with this application:

- any separate sheets used in the completion of any of the questions on this form; the separate sheets must be signed by you and stapled to this form;
- a completed Articling Agreement
- a certificate of good standing (30 days current) from the legal governing body of which you are a member (if applicable);
- the enrolment fee fixed by Law Society Rule 2-54(1)(e); and
- any other documents relevant to this application.

The information in this form is collected under Law Society Rule 2-54. The information will be used to process your application for enrolment in the Law Society Admission Program. If you have any questions about the collection of this information, contact Credentials & Licensing at the Law Society of British Columbia.

SCHEDULE 1: Employment

List all full-time or part-time employment since you graduated from high school or for the immediately preceding 10 years, whichever is lesser. Start with the most recent and account for the total applicable period, *including time at school and unemployment periods*. **Any omission will result in a delay in the processing of your application.**

FROM YYYY/MM	TO YYYY/MM	Employer	Address	Telephone	Name of supervisor	Reason for cessation

Tips:

- Account for the entire period of time requested (either since you graduated from high school or for the immediately preceding 10 years, whichever is lesser).
- Separate each set of dates worked at a particular location and do not include periods when you were not working there.
- Do not overlap dates unless you were working at both locations at the same time. It is helpful when filling out this section to outline the dates first and then fill in the remaining information.
- You must include all requested information. Any missing information will result in delays in the processing of your application and you will be asked to provide it.

Date

Signature of applicant