

Prior Conduct Application Form Questions

When applying to become a CILEx Member, a CILEx Practitioner or an Approved Manager, you will be asked to complete an application form and answer 9 questions relating to your prior conduct, plus 2 additional questions.

GUIDANCE NOTES:

1. A conviction is where you have been found guilty of a criminal offence. A caution is where the police have disposed of the matter against you rather than send your case to the court. This declaration is subject to the provisions of the Rehabilitation of Offenders Act 1974. You do not need to declare protected cautions and protected convictions.
2. An order by a regulatory or professional body may have been made where you belonged to another organisation and they disciplined you.
3. A bankruptcy order is where a court has said you are unable to pay your debts. A composition with creditors is where one, or usually more, creditors agree to accept less than they are owed, and if there is more than one creditor, all the creditors agree with each other to accept pro rata payment. You do not need to declare simply being in debt or getting behind with repaying debt.
4. A trustee is someone that has been given responsibility for another person's property.
5. A public body is an organisation whose work is part of the process of Government.
6. A company is any business firm in the private (non-public) sector of an economy, controlled and operated by private individuals (and not by civil servants or government employees).
7. A civil judgment is a court order from any court in the United Kingdom or elsewhere which states that you owe a debt to someone else and must pay it back. A civil judgment may also require you to do, or not do a specific act and this must also be declared. A fixed penalty notice is where you have been given a financial penalty by the police or a local authority. If you have failed to pay the penalty you must declare it.
8. Please include any information that may be relevant to your character and suitability, in particular any instances where dishonesty has been alleged.
9. This question enables CILEx Regulation to link any previous information provided by you to avoid duplication of information.

Additional Questions

1. Legal Ombudsman determinations relating to complaints that involve you will usually be directed at entities. This question is to enable CILEx Regulation to collect information about the types and numbers of complaints made against CILEx members. Your response will not be recorded against your personal record.
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