



THE LAW SOCIETY  
OF NEW SOUTH WALES

## Locum Application

**CONFIDENTIAL**

Date: \_\_\_\_\_

### Applicant Information

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home/Mobile No. : \_\_\_\_\_ Business No. : \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Type or Practising Certificate Held:  Restricted  Unrestricted

Do you have a current Pii policy?  YES  NO

Are you eligible for a  
Principal Solicitors Certificate?  YES  NO

Date of Admission: \_\_\_\_\_

University/College Attended: \_\_\_\_\_

Degrees Attained: \_\_\_\_\_

Days available for work: \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

### Area(s) of Practice

Please select the area(s) of practice you are qualified in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Admin Law        | <input type="checkbox"/> Debts/Insolvency      | <input type="checkbox"/> Litigation- general |
| <input type="checkbox"/> Banking/Finance  | <input type="checkbox"/> Employment/ IR        | <input type="checkbox"/> Personal Injury     |
| <input type="checkbox"/> Civil Litigation | <input type="checkbox"/> Environmental Law     | <input type="checkbox"/> Planning/Local Govt |
| <input type="checkbox"/> Commercial Law   | <input type="checkbox"/> Family Law            | <input type="checkbox"/> Small Business      |
| <input type="checkbox"/> Conveyancing     | <input type="checkbox"/> Immigration           | <input type="checkbox"/> Taxation            |
| <input type="checkbox"/> Corporate Law    | <input type="checkbox"/> IT/Telecommunications | <input type="checkbox"/> Trade Practices Law |
| <input type="checkbox"/> Criminal Law     | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Wills and Estates   |

Others: \_\_\_\_\_

Specialist Accreditation: \_\_\_\_\_

## Other Information

Please select your location preference:  Sydney CBD  
 Sydney Suburbs  
 Other Location

Please list: \_\_\_\_\_

Do you have your own transport?  Yes  No

Please tick if you have experience in:  Computing/IT  
 Document Preparation  
 Internet Research

## Employment History Summary

Please fill out the following employment history details for referencing purposes.

### *Current or most recent position*

Employer/Firm: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of work done: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### *Previous position*

Employer/Firm: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of work done: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Referees

Please provide at least two referees, one being from the employers/firms above.

### Referee 1:

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Referee 2:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Additional Requirements**

- Please provide a professional introduction below of no more than 150 words. This will be used by firms when reviewing your profile for an assignment.

- Please attach a copy of your CV to this application and send to either of the following:

- [locums@lawsociety.com.au](mailto:locums@lawsociety.com.au)

- Locum Services  
170 Phillip Street  
Sydney NSW 2000

Or

DX 362, Sydney

**Conditions and Acknowledgements**

The following section must be completed.

By signing below you acknowledge and agree that:

- The Law Society does not guarantee that you will be placed in a locum position.
- You are responsible for negotiating the remuneration with a prospective employer. The Law Society does not make recommendations on remuneration.
- A prospective employer may undertake reference checks with referees provided by you.
- Any employment contract is strictly between yourself and the employer (or its agent) and it is your responsibility to comply with your pre-employment and employment obligations.

The Law Society of New South Wales respects your privacy and the confidentiality and security of personal information provided by you to us. The information provided by you to the Law Society on this form will be used by the Law Society for the purposes of processing your application. To access a complete copy of our Privacy Policy visit [www.lawsociety.com.au](http://www.lawsociety.com.au).

Full Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_