



THE LAW SOCIETY
OF NEW SOUTH WALES

Locum Assignment Request Application

Date: _____

Assignment Information

Contact Name: _____ Position: _____

Firm Name _____

Address: _____ Postcode: _____

Contact No. : _____ Email Address: _____

Firm Size: _____

Reason for Locum Request: _____

Dates Required

From: _____ To: _____

Number of Days per week required: _____

Type of Practising Certificate Required

Restricted Unrestricted

Area(s) of Practice

Please select the area(s) of practice you require from the Locum:

- | | | |
|---|--|--|
| <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 (Please State): _____

Summary of Locum Duties:

Please provide a brief description of the duties the Locum will need to perform:

Court Work Requirements:

- No
- Yes:
 - Local
 - Supreme
 - Other - Please provide details:

Fees and Charges

The Law Society Locum Service charges an initial application fee for each Locum placed with the Firm. Full Members of the Law Society benefit from reduced rates while non-member firms and locums still enjoy administration fees which are a fraction of the cost of an external agency. Fees are GST inclusive.

Member	Non-Member
<ul style="list-style-type: none">o \$50 per Assignment Request	<ul style="list-style-type: none">o \$75 per Assignment Request

Payment Details –

Please select the payment method

- I enclose a cheque for \$50 or \$75 payable to The Law Society of New South Wales
- Please debit my Credit Card:
 - Amex
 - VISA
 - Mastercard

Card Number: _____

Debit Amount: _____ Expiry Date: _____

Name on Card: _____

Signature of Card Holder: _____

Conditions and Acknowledgements

The following must be completed by an authorised member of the Firm.

The Firm acknowledges and agrees that:

- The Firm is responsible for the selection of a Locum suitable for its needs including, without limitation, determining whether a candidate has suitable professional and academic qualifications and experience.
- The Firm is responsible for negotiating the remuneration with the Locum. The Law Society does not make recommendations on remuneration.
- The Firm is responsible for the selection of a Locum suitable for its needs including, without limitation, determining whether a candidate has appropriate professional and academic qualifications and experience. The Law Society does not conduct any [employment reference checks](#). We recommend that the Firm conduct employment reference checks on any Locum it intends to engage.
- The Law Society is not a recruitment consultant or an employment agency and does not guarantee that it will place a Locum or that any Locum placed will be suitable. The Law Society is not responsible for any actions or omissions of a Locum.
- Any employment contract is strictly between the Firm (or its agent) and the Locum; and the Firm is responsible for directing the activities of the Locum.
- The Firm must pay the service fee listed above, which is non-refundable.
- The information provided by you on this form will be used by the Law Society for the purpose of processing the Firm's request. To access a copy of our Privacy Policy visit our site www.lawsociety.com.au. In relation to any personal information provided by the Law Society, the Firm must comply with the National Privacy Principles as set out in the Privacy Act 1988 (Cth) and other relevant legislation.

Authority Full Name: _____

Authority Signature: _____

Date: _____

Please submit your completed application to:

Email: locums@lawsociety.com.au or

Address: 170 Phillip Street
SYDNEY NSW 2000

or

DX 362, SYDNEY