

LOCUM ASSIGNMENT APPLICATION FORM



This form is to be completed by firms seeking assistance with finding a practitioner for a locum assignment.
Please be advised on receipt of this completed form we will contact you to confirm your instructions.

1. FIRM DETAILS

Firm Name:

Contact persons for assignment:

Firm Address:

Firm Telephone Number:

Firm Email Address:

2. DETAILS OF ASSIGNMENT

Commencement date:

For example, as soon as possible or a specified date.

Duration of assignment:

For example, 4 weeks or ongoing (if ongoing please indicate a time frame).

Number of days per week required:

Work requirements:

For example, full-time/part-time/working remotely or in the office.

Type of practicing certificate required :

☐

Supervised

☐

Unsupervised

3. AREAS OF LAW

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

4. TASKS REQUIRED

Please identify what task(s) you require from the Locum:

5. COURT APPEARANCES

☐ No ☐ Yes

Please provide details of the Courts:

If travel is required please advise of details here, for example if own vehicle is required and details of any travel reimbursement.

6. 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-members still enjoy administration fees which are a fraction of the cost of an external agency. Fees are GST inclusive.

☐ **Member** \$50.00 per Locum placed with the Firm ☐ **Non-Member** \$75.00 per Locum placed with the Firm

7. PAYMENT DETAILS

An Access to Justice Officer will make contact regarding payment upon the successful placement of a locum panelist.

8. CONDITIONS AND ACKNOWLEDGEMENTS

The following must be completed by an authorised member of the law practice. The law practice acknowledges and agrees that:

- The law practice 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 Law Society does not conduct any employment reference checks. We recommend that the law practice conduct employment reference checks on any Locum it intends to engage.
- The law practice is responsible for negotiating the remuneration with the Locum. The Law Society does not make recommendations on remuneration.
- 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 law practice (or its agent) and the Locum; and the law practice is responsible for directing the activities of the Locum.
- The information provided by you on this form will be used by the Law Society for the purpose of processing the law practice'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.

9. SIGNATURE

Partner/Principal signature:

Date:

10. LODGEMENT OF ASSIGNMENT REQUEST FORM

Please return completed form by either:

Email: a2j@lawsociety.com.au

Post: Access to Justice Department
170 Phillip Street, Sydney NSW 2000

Please be advised that registered locums will receive three (3) business days to express their interest in your assignment. At the conclusion of this period, we will provide you with the contact details of the practitioners that have expressed interest in being considered for your assignment.

PERSONAL INFORMATION COLLECTION NOTICE

By completing this form you are providing personal information to The Law Society of New South Wales (we, us, or our).

By lodging this application, you confirm that you have read the Personal Information Collection Notice and that you consent to The Law Society of New South Wales' collection, use and disclosure of information in accordance with that Notice. If you have any questions regarding the Personal Information Collection Notice please contact our Privacy Officer using the contact details below, prior to lodging this application.

Who do we collect the personal information from?

We generally collect your personal information directly from you. However, in some cases, we may receive your personal information from a third party (for instance if we receive a complaint) and when it is relevant to our statutory responsibilities (for instance other regulators who have dealt with you).

What are the purposes for which we collect and hold personal information?

We collect and hold your personal information to:

- fulfil our functions under, facilitate compliance with, and carry out our responsibilities in connection with, the *Legal Profession Act 2004* (NSW), the *legal profession legislation* (as defined in the *Legal Profession Uniform Law Application Act 2014*), the *Corporations Act 2001* (Cth), the *Professional Standards Act 1994* (NSW) and associated regulations (which require and authorise us to collect certain information) including to maintain regulatory and corporate records;
- fulfil our role as a professional association including:
 - maintaining membership records
 - communicating with you to offer products, services and events and when you obtain a product or service or come to an event
 - to conduct research and provide public representation; and
- provide information to third parties as authorised or required by law.

What if we didn't collect this personal information?

Without your personal information we may not be able to process your application or request, perform our statutory functions or provide you with some or all of the services of the Law Society as a professional association.

Who are the types of bodies and persons to whom we usually disclose your personal information?

Your personal information may be provided to:

- entities distributing information relevant to you as a legal practitioner or member of the Law Society;
- Lawcover and other professional indemnity insurers and practising certificate funders;
- our professional advisors and contractors (strictly on the basis that the information is to be used only for providing services to the Law Society and must not be disclosed);
- Australian regulators and government entities (such as the Office of the Legal Services Commissioner) and overseas regulators; and
- organisations that represent the legal profession such as the Law Council of Australia and Regional Law Societies.

Disclosure overseas

If you practise in a foreign country (or apply to do so) we may send your personal information overseas in response to an inquiry from the relevant authority in that place.

We use the services of certain third party service providers which may have offices or other operations outside of Australia. As a result, your personal information may be disclosed to overseas recipients. All service providers that have access to personal information held by us are required to keep the information confidential and not to make use of it for any purpose other than to provide services in accordance with their engagement.

You can access and correct your personal information

Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Our privacy policy is accessible via lawsociety.com.au/privacy-policy

How to contact us for privacy related issues

PRIVACY OFFICER

Corporate Legal Services
The Law Society of New South Wales
170 Phillip Street, SYDNEY NSW 2000

Telephone: (02) 9926 0333
Fax: (02) 9231 5809
Email: corplegal@lawsociety.com.au

PLEASE DO NOT RETURN THIS FORM TO THE PRIVACY OFFICER

See page 2 for lodgement address.