



GUIDANCE NOTE

THE OFFICE OF SHERIFF

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1. INTRODUCTION

This guidance note is provided for applicants who are considering applying for the role of Sheriff. This provides information and guidance about how to apply and how to complete the application form.

There are four vacancies, one 0.5 FTE vacancy and three full time vacancies. Those appointed to resident posts (Dumfries and Lerwick Sheriff Courts) will be expected to remain at the location before seeking a transfer for a period of five years. Those appointed to the floating post (Campbeltown and Oban Sheriff Courts) will be expected to remain at the location before seeking a transfer for a period of two years.

See further details on these vacancies and the requirements below.

Sheriffdom	Post/Base Court(s)	Further Details
South Strathclyde, Dumfries and Galloway	2 x Sheriff / Dumfries Sheriff Court *	1 x to cover all areas of business with significant civil experience. 1 x to cover all areas of business with significant criminal experience. The successful candidates must reside within 1 hour and 15 minutes from Dumfries Sheriff Court.
Grampian Highland & Islands	0.5 x FTE Sheriff / Lerwick Sheriff Court **	The FTE 0.5 reflects the sitting requirements of this court which sits '2 weeks on, 2 weeks off'. The successful candidate must reside in the Sheriffdom of Grampian, Highland and Islands.
North Strathclyde	1 x Sheriff / Campbeltown & Oban Sheriff Courts (Floating) ***	To cover all areas of business. The successful candidate must reside within one hour of Oban Sheriff Court.

*In addition, there may be a requirement to work at other courts within the Sheriffdom of South Strathclyde, Dumfries and Galloway.

**If the successful candidate does not live in Lerwick, arrangements for the reimbursement of reasonable travel expenses can be discussed between candidates and Judicial Office for Scotland. If you wish to discuss travel expenses with the Judicial Office for Scotland before applying, please contact JABS in the first instance by emailing, mailbox@jabs.gov.scot.

*** The successful candidate will be based primarily in Oban and Campbeltown for three weeks each month and will also be required to work one day per month at Lochgilphead

Sheriff Court with the remaining time being spent elsewhere in the Sheriffdom of North Strathclyde as required. This will most regularly be Dumbarton Sheriff Court.

2. THE OFFICE OF SHERIFF ROLE PROFILE

The Role Profile, which is produced by the Judicial Office for Scotland, outlines the responsibilities and required skills for Sheriffs.

The salary for a full-time Sheriff is currently £173,854 per annum.

It is expected that the successful candidates will be appointed on 31 August 2026, when they will commence the induction process with the Judicial Institute for Scotland.

Please read the [Role Profile](#) on our website.

3. ELIGIBILITY

3.1 Statutory Eligibility Requirements

The eligibility for the Office of Sheriff is set out in section 14 of the [Courts Reform \(Scotland\) Act 2014](#) and is noted below.

(1) An individual is qualified for appointment to a judicial office mentioned in subsection (2) if the individual —

(a) immediately before the appointment, held any other judicial office specified in that subsection, or

(b) at the time of appointment—

(i) is legally qualified, and

(ii) has been so qualified throughout the period of 10 years immediately preceding the appointment.

(2) The judicial offices are—

(a) Sheriff principal, (b) Sheriff, (c) summary Sheriff, (d) part-time Sheriff, (e) part-time summary Sheriff.

(3) For the purposes of subsection (1), an individual is legally qualified if the individual is a solicitor or an advocate.

A period of devilling does not constitute a break in the continuity of legal qualification, in accordance with a recent ruling of the Court of Session. The ruling can be viewed on the Scottish Courts and Tribunals Service [website](#).

3.2 Mandatory Retirement Age

There is a mandatory retirement age of 75 for judicial office holders as defined in Section 16 of the [Judicial Pensions and Retirement Act 1993 \(legislation.gov.uk\)](#).

4. JUDICIAL SKILLS AND QUALITIES

4.1 Skills and Qualities

We will assess each applicant against a set of legal, judicial and personal qualities that are necessary for the role as set out in the role profile.

Legal, Judicial and Personal Qualities for Sheriff



Those seeking appointment should be judicial office holders or practitioners of standing, whether solicitors or advocates. They should preferably have considerable court experience.

The essential requirement for the role of a Sheriff is to possess the ability and legal standing to perform the functions of the office. This requires knowledge and experience not only of civil law and practice but also that relating to summary and solemn crime.

It is essential that those applying for appointment as a Sheriff who do not have knowledge or experience in each of these disciplines demonstrate the ability to acquire knowledge in unfamiliar areas of the law.

We do not expect that applicants will be familiar with all areas of a Sheriff's work. Once appointed, there will be opportunities for further study, training and development, and suitable mentoring is made available. However, it is important that a Sheriff is of sufficient legal standing to command confidence in their decisions with immediate effect, and it is critical that you can demonstrate both the ability and the motivation to succeed at this level across a broad range of civil and criminal work.

4.2 Knowledge, Skills and Abilities Being Sought for the Role of Sheriff

Set out below are the legal, personal and judicial characteristics which are being sought for this role.

Criterion 1: Knowledge, Interpretation and Application of the law

A Sheriff candidate will have a high level of legal knowledge, experience and standing in the area(s) of law in which they specialise. In particular, they will have very strong skills in the analysis and interpretation of the law. They require:

- A high level of expertise in your area of practice; tell us about recent cases, advice, opinion provided, or a transaction/s, which you conducted or wrote, and which demonstrate a high level of skill and knowledge in one or more area(s) of substantive law commonly encountered in the Sheriff Court.
- An ability to analyse and interpret the law; describe a situation/s where you have had to argue an approach to a statutory provision in a novel way and/or distinguish precedent established by case law.
- Evidence of your willingness and ability to acquire new legal knowledge and skills.

Criterion 2-5: Personal and Judicial Qualities

In addition to their legal expertise, Sheriffs are expected to have excellent personal and judicial qualities. The panel looks for evidence that applicants will be capable of exercising sound judgement in a responsible way on the bench. You should provide evidence of how difficult situations were tackled, judgments made, discretion exercised and what was achieved.

PLEASE NOTE: ONLY TWO SUB CRITERIA WILL BE TESTED AT THE APPLICATION STAGE. THE SPECIFIC SUB CRITERIA BEING TESTED WILL BE INDICATED ON THE APPLICATION FORM.

Criterion 2: Managing Work Efficiently

- Manages cases and time effectively
- Diligent and hardworking
- Confident in managing the court process
- Able to work at speed and under pressure

Criterion 3: Communicating Effectively

- Establishes authority and inspires respect and confidence
- Modifies communication style to meet the needs of different court users
- Listens with patience and respect
- Produces written work that is clear, concise and well-reasoned

Criterion 4: Exercising Judgement

- Remains impartial and open minded and is seen to be fair to all
- Able to analyse and assess evidence and arguments
- Able to reason in a clear and rational way
- Confident in judging and making decisions

Criterion 5: Working With Others

- Understand people and society
- Allows people to give of their best
- Is even-tempered and consistent
- Treats people with respect and sensitivity

4.3 Education, Professional Qualifications, Training and Career History

While we place great importance on the legal career of an applicant, and success in that career, we also value experience outside the law that may be relevant to the qualities required for judicial office.

Judicial experience (including part-time or full-time; court or tribunal) is something that we will take into account, however it is not a requirement for appointment to full-time judicial office. If you have not held judicial office, you should not be deterred from applying. You should draw attention to any aspect of your career or any other experience that demonstrates the qualities required for judicial office.

5. THE RECRUITMENT PANEL

The recruitment panel comprises four members of the Board, one judicial member, one legal member and two lay members, one of whom will chair the panel. They will assess applications, undertake interviews and make recommendations to the JABS Board for appointment. Only the judicial and legal members assess the legal competence of applicants.

6. THE PROCESS

You must complete an online application. Applications will be assessed by the recruitment panel on a name blind basis, against the required criteria, and you will then be notified whether you have been shortlisted and invited for interview.

In the event of a large number of applications, a longlisting process will take place where applicants are assessed against the priority criteria, which are Knowledge, Interpretation and Application of the Law. Candidates assessed as meeting the standard for these criteria will go forward to shortlisting.

Final decisions on recommendations are made by the JABS in line with statutory requirements. Recommendations are made solely on merit, provided JABS is satisfied about the good character and conduct of applicants.

You can view the whole assessment process, including guidance, hints and tips on '[The Process](#)' page on the JABS website.

7. ONLINE APPLICATION

The first time you apply online for a judicial office where the recruitment is carried out by JABS, you will be required to register on the GetGo portal via the JABS website. The email registered will become the default email contact for the recruitment process. If you have any difficulties, please contact the Business Management Unit (BMU) on 0131 244 3131 or email us directly on mailbox@jabs.gov.scot.

When you submit your application, you will receive acknowledgement by email. You should contact us if you have **not** received an acknowledgement within 24 hours of submitting your application.

Please note the application system will not spell or grammar check your submission. Please take care to check that there are no typing, spelling or grammatical errors.

Evidence will be considered by the whole recruitment panel from across the entire application when assessing your personal and judicial characteristics. For example, the legal written work in the application form will provide evidence for the Communicating Effectively criterion.

Applications need to be submitted by 12 noon on the closing date of noon Tuesday 3 March 2026. Applications received after this will not be accepted.

8. COMPLETING THE APPLICATION FORM

The online system is designed to be intuitive and includes instructions for completion within the form. You should also review the [Application Section](#) of our website before completing the form. There are some areas in the application form that require instruction and these are detailed below:

8.1 Personal Information

It is mandatory to include your first name and surname in your application. It is optional to include 'Any Other Surnames' by which you are known as this may be needed in correctly identifying you for the process of eligibility, consultation and disclosure. If you have a middle name, it is mandatory to include this for the purposes of obtaining a Royal Warrant, should you be recommended for appointment. If you do not have a middle name, please add 'N/A'. Applicant names and personal information will not be shared with the recruitment panel for shortlisting purposes but will be shared with the recruitment panel if you are invited to interview.

There is a mandatory retirement age of 75 for judicial office holders, as defined in Section 16 of the [Judicial Pensions and Retirement Act 1993 \(legislation.gov.uk\)](#). It is therefore mandatory to include your date of birth for eligibility purposes. Applicants' dates of birth will not be shared with the recruitment panel.

A preliminary assessment of each application is carried out by the Business Management Unit of JABS (BMU) in relation to eligibility and whether applicants meet the age requirement. Should a concern arise, the BMU will send anonymised information to the recruitment panel to make a decision on the matter.

8.2 Nationality

It is mandatory to include your nationality. Applicants should be aware that the recruitment panel will consider applications from applicants who are not citizens of the British Commonwealth. However, if recommended, the Scottish Ministers may be unable to appoint such an applicant. Applicant nationality will not be shared with the recruitment panel.

8.3 Address and Contact Information

Applications are automatically linked to the email address used to create your GetGot account. If you wish to use a different email address for future correspondence, you may either create a new GetGot account using your preferred email address or email mailbox@jabs.gov.scot to request an update. Please note that any request to change your correspondence email must be sent from the original email address associated with your GetGot account.

Your address and contact information will not be shared with the recruitment panel at any point.

8.4 Statutory Eligibility

You must confirm that you have read the statutory eligibility criteria in this Guidance Note (Section 3). You should also give a brief description of how you meet the statutory eligibility criteria - you do not need to use the full 300 words.

8.5 Relevant Memberships in Scotland

In this section you are asked to confirm if you are a member of the Law Society of Scotland or the Faculty of Advocates. Please ensure the dates you provide are consistent with the relevant organisation's membership records on their website.

[Law Society of Scotland](#)
[Faculty of Advocates](#)

You will also be asked to confirm if you currently hold a judicial office.

8.6 Education, Professional Qualifications and Training

Please give any details of your degree(s), as well as any other relevant qualifications or training completed, such as devilling.

8.7 Career History

The system only allows you to enter one current role. We are aware that you may have more than one. If that is the case, you should enter what you consider to be your main role in the 'Current Job' section. Any other current role(s) should be entered in the 'Previous Job' section. Where you are asked to add in your leaving date, in the box 'Dates To' enter the date that you submit your application.

If you are self-employed or a judicial office holder, use the 'Employer Name' field to state this.

If relevant, please include information on any breaks in employment. This is not mandatory.

8.8 Tribunal and Other Judicial Appointments

Please give detail of any judicial appointments, including courts and tribunals, which you hold or have held, including dates (starting with the most recent). Please include a brief description (no more than 50 words) of work undertaken in these roles. Appointment to the Parole Board for Scotland or as a Justice of the Peace should also be noted here.

8.9 Membership of Specialist Professional Organisations

Please give details of any specialist professional organisation of which you are a member, if relevant.

8.10 Any Other Relevant Experience and Membership of Organisations

Please provide any other experience, including memberships of organisations, which is relevant to your suitability for judicial office, and not referred to elsewhere in your application.

8.11 Personal Statement

This section of your application is your opportunity to demonstrate how your skills, experience, and personal qualities align with the requirements of the role of Sheriff.

Your response should be no more than 1200 words.

Please explain why you consider yourself to be suitable for this judicial office, as outlined in the Sheriff role profile. You should read the role profile carefully before completing this section. Explain what you would find to be the most challenging or demanding aspects of this role and then explain how you would address these.

8.12 Experience in Areas of Law

The purpose of this section is to let the recruitment panel see the breadth and depth of your experience in certain areas of law. This may include your experience in practice or from any judicial role held.

There is a limit of 300 words for each section. This is your opportunity to highlight the strengths of your legal experience and knowledge.

Your response should include such things as:

- Timescale – when you were involved in each area of work
- An indication of the volumes and range within each category
- You may wish to indicate any cases or transactions of particular importance or significance

It is not expected that you will have experience in all areas of law noted below.

Civil

Family

Public Law

Commercial

Private Law (e.g., property, taxation, trusts & succession, insolvency)

Personal Injury

Other (please detail)

Criminal

Summary Criminal – including appeals

Solemn Criminal – including appeals

8.13 Posts you are applying for

By marking “yes” for the posts you wish to apply for, you are confirming the following:

- if appointed, you will expect to remain in the post for 5 years for resident posts (Dumfries and Lerwick Sheriff Courts) and 2 years for floating posts (Campbeltown and Oban Sheriff Courts).
- you have the necessary additional legal experience where this is specified for particular roles
- you are able to meet the residency requirements as outlined on page 4 of this document.

You can apply for more than one post. You must select 'No' for roles that you do not wish to apply for in order to progress to the next stage of the application.

Please explain briefly how you will meet the specified residency and/or travel requirements of the post(s) for which you have applied.

8.14 Self-Assessment

This is the section of the application that you will spend the most time completing. Here, we ask you to assess yourself against the judicial skills and qualities required for the role of Sheriff.

It is important that your responses address each of the bullet points under each criterion.

8.15 Self-Assessment – Legal (Criterion 1)

In this section you are required to provide evidence, including by reference to examples, which demonstrates Criterion 1, Knowledge, Interpretation and Application of the Law.

There is a 1000 word limit for this section.

Bullet points can be utilised but candidates need to ensure that this is not at the expense of appropriately detailed responses.

Your self-assessment should provide evidence, including through specific examples and descriptions, which demonstrates depth of knowledge, competence and experience in your area(s) of legal practice. It should also include example(s) which illustrate an ability to acquire and apply new areas of legal knowledge in depth and demonstrate your ability to work effectively in areas of the law that may arise in the course of the work of a Sheriff.

You should provide evidence of your ability to analyse, interpret and apply the law in a manner which would be appropriate for a person holding the office of Sheriff. The examples that you choose should ideally be recent and clearly demonstrate the legal competence criterion.

You may refer to reported and unreported decisions of the courts or tribunals in which you have been involved, and significant pieces of legal work or other relevant work in the law for which you have been personally responsible.

Legal Written Work

The purpose of the legal written work is to provide additional evidence of your legal skills and abilities, in particular your ability to analyse and interpret law. By providing the recruitment panel with relevant written work you are giving them an insight into your legal skills, abilities and approaches you taken relevant outcomes. It will also provide evidence of your written communication skills.

You are required to provide one example of your written work. Your written work should ideally be recent and should clearly demonstrate the legal competence criterion.

Please consider your selection carefully as not all legal documents are best suited to demonstrate this criterion. Make sure what you do select is concise and focused. When selecting written work, you should bear in mind the nature of the role of Sheriff.

You may refer to reported and unreported decisions of the courts or tribunals in which you have been involved, and significant pieces of legal work or other relevant work in the law for which you have been personally responsible.

Examples include:

- advice given to clients in the form of letters or memos
- opinions or notes
- written submissions or other written legal arguments
- reports
- judgments
- stated cases
- decisions letters given in a judicial, tribunal or similar capacity
- written advice given internally in a firm or other institutional environment
- any other written explanation of the law, and how that applies in the circumstances of a particular case or other factual situation
- an article on an area of law authored by you

The recruitment panel requires one written passage not exceeding a total of 1200 words for each piece of written work to assess for this purpose. If the piece of written work you submit is shorter than 1200 words, the recruitment panel will consider the whole document. If you submit a document that is longer than 1200 words per piece of written work, you must identify the passage(s) of up to 1200 words within that piece of written work which best demonstrates Criterion 1 and will be read and assessed by the recruitment panel. If you have not clearly identified the passage(s) to be considered, then the recruitment panel will restrict their assessment to the first 1200 words of that piece of written work.

You should delete or redact references to the identity of clients or others in your examples or your written work, where appropriate, for reasons of confidentiality and sensitivity. You should also redact your own name from the document as the recruitment panel members will not see your name on the application or supporting documents when assessing this. The recruitment panel will treat your examples as confidential.

Legal Written Work Summary

You should explain briefly (in no more than 150 words per example) at this section of the application form how and why your written work example demonstrates your skills and competence relating to Criterion 1 – Knowledge, Interpretation and Application of the law.

How To Upload Your Legal Written Work

Your written work example must be uploaded in one PDF document.

To convert a Microsoft Word Document to PDF format you must:

Open the Microsoft document that you would like to convert to PDF.

Click 'File', then click 'Save As'

Click the 'File Format/ Save as type'

Select 'PDF' on the drop down list.

Click 'Export/ Save'. This will save your document as a PDF, however you will still have the original Word document.

8.16 Self-Assessment – Personal and Judicial Qualities

In this section you are asked to provide evidence, including by way of example, of the personal and judicial qualities for each of Criteria 2-5.

Please ensure your answers address all the bullet points against each criterion.

Your response to each criterion should not exceed 500 words. Bullet points can be utilised but candidates need to ensure that this is not at the expense of appropriately detailed responses. Applicants are asked to use specific examples for each criterion.

The answers for these sections should include specific examples which demonstrate how you meet each criterion. In providing examples, you may find the following structure helpful.

- Briefly outline the situation – to give it context.
- State what you were trying to achieve.
- What action did you take? Explain what you did, how you did it and why you did it. What did you actually do? What was your contribution and role?
- Describe the result/outcome. What happened and what did you learn?

Please do not use hyperlinks. We advise you not to use lists, generalised descriptions, assertive aspirations statements, or to refer solely to positions held.

There is a 500 word limit for each section.

8.17 Reasonable Adjustments

We are committed to considering any reasonable adjustment to ensure that you can participate in the appointment process fairly. Please indicate on the form whether you require any reasonable adjustments to access materials or at interview.

If you require larger font size for the Guidance Note, please contact the BMU. You can increase font size of the application form on GetGot.

You can also submit a request at any point in the process by emailing us at

mailbox@jabs.gov.scot. We may contact you about your request and ask you to provide more detail if required.

We will consider requests on a case-by-case basis. The information you provide is not used in the selection decisions.

8.18 Conflicts of Interest

You are required to note family, personal or professional relationships with any JABS Board member (whether part of the recruitment panel for this competition or not) as well as Lay and Legal Appointment Advisers.

JABS Board Members:

Mr Lindsay Montgomery CBE, Chairing Member
Mr Jonathan Barne, KC
Mrs Liz Burnley CBE, Panel Chair
Mr Paul Cackette, CBE
Mrs Wilma Canning
Sheriff Principal Kate Dowdalls, KC, Panel Member
Chamber President May Dunsmuir, Health and Education Chamber
Sheriff Farquharson, KC
Mr Paul Gray
The Hon. Lady Haldane
Ms Denise Loney, Panel Member
Ms Emma Marriott
Dr Fiona McLean
Mr Gareth Morgan, QPM, Panel Member
Mr Peter Murray
The Hon. Lord Weir

Legal and Lay Appointment Advisers:

Mrs Gillian Mawdsley, Legal Appointment Adviser
Dr Geoff Garner Lay Appointment Adviser
Mr Peter McGrath, Lay Appointment Adviser
Ms Marieke Dwarshuis, Lay Appointment Adviser
Mrs Deirdre Futon, Lay Appointment Adviser

You should read the [JABS policy on conflicts of interest](#) which is on our website.

The conflict test is whether any relationship might reasonably create a perception by others that you might be treated differently from other applicants.

Infrequent social interaction or simple contact with a JABS Board member or others specified above in a professional context, such as having appeared before the JABS Board member in a court or tribunal, sitting in the same court, or having involvement in the same cases will not usually constitute a professional relationship without further involvement, and does not need to be declared. However, frequent contact of this nature may constitute a professional relationship and should be declared.

8.19 Good Character and Conduct

Applicants are asked to respond to several questions relating to their personal and professional life, and character and conduct, including the need to disclose any unspent

criminal convictions as well as any other issues which may call into question an individual's suitability for judicial office. Applicants must also disclose spent convictions unless those spent convictions are protected from disclosure by virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

8.20 Judicial Ethics

The Judicial Office for Scotland has published guidance to Judicial Office Holders on Judicial Ethics in Scotland. At the application stage you are required to confirm that you can comply with this guidance, which is available online at the [Judicial Office website](#). If invited to interview, you will be asked some questions on your ability and willingness to adhere to requirements relating to the Guidance to Judicial Office Holders on Judicial Ethics in Scotland.

8.21 Diversity Questions

The Board has a duty under Section 14 of the Judiciary and Courts (Scotland) Act 2008 to have regard to the need to encourage diversity in the range of individuals available for selection for judicial appointments. To help us do this, we ask applicants to provide information at the application stage allow us to create aggregated diversity data. We use this data to let us better understand the diversity of the applicant pool.

The questions are deliberately wide-ranging since we consider it important to cover all the areas relevant to Section 14 considerations.

This questionnaire will be separated from your application form. The recruitment panel and the wider Board will not have access to this form. The purpose of this is to provide data for recruitment rounds. The information contained in it will not be held or otherwise processed in a manner which would allow the Board or recruitment panel members to identify you or otherwise link that information to you. The information is held by the Business Management Unit and used to produce diversity reports for each competition, which show overall summaries and do not identify any individual.

The declaration on the application form does not relate to information provided in the diversity monitoring form.

JABS decisions on making recommendations for appointment are made solely on merit and matters to do with diversity cannot be taken into account.

9. DISCLOSURE SCOTLAND

We are required to carry out a Level 2 Disclosure Scotland check as part of the appointment process.

Should you be successful in being invited to interview, a link to the online disclosure application form and guidance will be sent to you with your outcome decision letter. You will be required to pay the cost of the check, which is £25.

Only those with a satisfactory disclosure check will be recommended for appointment.

10. CONSULTATIONS

We will undertake for consultations relating to applicants who are invited to interview. These consultations will be sought from (amongst others):

- The Lord President
- Sheriffs Principal
- The Crown Agent
- Scottish Legal Complaints Commission
- Professional Bodies (such as the Faculty of Advocates and the Law Society)
- The Scottish Legal Aid Board

If you are invited to interview and, if relevant, you will be given the opportunity to address any queries or concerns arising from the [consultation](#) process.

11. SOCIAL MEDIA CHECKS

Candidates who are invited to interview will be subject to social and general media background checks. These will be conducted by an external party contracted by JABS, Giant Screening. This will involve personal information including your name, email address(es) associated with your social media accounts, date of birth, national insurance number and address details for the preceding five years being provided to Giant Screening for this purpose only. Additional information will be provided to relevant candidates after shortlisting.

12. FEEDBACK

We aim to offer feedback to those candidates who request it. We are unable to offer a timescale for this feedback.

The Business Management Unit will send you a survey to be completed anonymously following the application and interview stages. These surveys provide you with an opportunity to comment on your experience of the JABS recruitment process, which provide valuable feedback to JABS to help us review and improve our processes.

13. COMPETITION SCHEDULE

We anticipate following the key milestone dates as detailed below:

Date	Milestone
3 February 2026	Application window opens
3 March 2026	Application window closes
March – April 2026	Shortlisting period
7 – 13 May 2026	Interview period
June 2026	Final decision meeting
June 2026	Interview outcome letters issued
June 2026	Recommendation report sent to the Scottish Government

14. COMPLAINTS

If you are dissatisfied with any aspect of the handling of your application, you should refer to the [Complaints Handling Procedure](#) on our website.

15. FURTHER SUPPORT

Business Management Unit staff are available to answer queries on the process, please email any questions to mailbox@jabs.gov.scot.