



**THIS DOCUMENT IS FOR REFERENCE ONLY – APPLICANTS ARE REQUIRED TO COMPLETE AN ONLINE APPLICATION FORM VIA THE WEBSITE.**

**APPLICATION FOR THE OFFICE OF SENATOR OF THE COLLEGE OF JUSTICE**

The deadline for applications is noon **Wednesday 12 January 2022**

## OFFICIAL-SENSITIVE

### Data Protection

Please read carefully the following Data Protection Information. You must accept to continue.

### Privacy Notice

Our Privacy Notice sets out what we do with information we collect from you and our commitment to the confidentiality and security of that information. It also sets out how you can access any personal information we hold about you and our complaints procedure. This can be viewed by clicking the following link [Our Privacy Notice](#) sets out what we do with information we collect from you and our commitment to the confidentiality and security of that information. It also sets out how you can access any personal information we hold about you and our complaints procedure.

I Accept

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**PERSONAL INFORMATION**

<b>Surname*</b>	
<b>Other Surname</b>	
<b>First Name*</b>	
<b>Middle Name(s)*</b>	
<b>Preferred Name</b>	
<b>Title*</b>	

**ADDRESS & TELEPHONE INFORMATION**

<b>Correspondence Address Line 1 *</b>	
<b>Correspondence Address Line 2</b>	
<b>City or Town*</b>	
<b>Region</b>	
<b>Postcode*</b>	
<b>Is your correspondence address also your home address?*</b>	
<b>(If 'no' )Home Address*</b>	
<b>Email address*</b>	
<b>Contact Number*</b>	

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**ELIGIBILITY**

**Confirmation**

I have read the eligibility criteria for this post and confirm that I meet all of the criteria.* <input type="radio"/> Yes <input type="radio"/> No	
If no, please provide details*	

**NATIONALITY**

Please indicate your nationality:\*

Commonwealth country
Other
(Nested Question) Please specify which country*
Republic of Ireland
United Kingdom

**RELEVANT QUALIFICATIONS IN SCOTLAND**

Are you a member of the Law Society for Scotland?\*

(Nested Question for Yes)

Yes  No

Are you entered on the solicitors roll?\*

(Nested Question for Yes)

Yes  No

(If 'yes')

Please provide the date entered on the solicitors roll\*

dd/mm/yyyy

Are you entered on the solicitor advocates roll?\*

(Nested Question for Yes)

Yes  No

(If 'yes')

Please provide the date entered on the solicitor advocates roll\*

dd/mm/yyyy

Are you currently a practising member of the Faculty of Advocates?\*

Yes  No  
If you have not been continuously in practice since the date of your admission, please provide details in the Career History section.

**If you are a salaried judicial office holder please state :**

Date appointed:
Office to which appointment made:

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**EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING**

Please give details of your degrees and professional qualifications, and any relevant post-qualification training completed

Further and Higher Education			
Please list all relevant Further and Higher qualifications obtained			
Institution Name	Title of Award / Qualification / Field of Study	Grade	Date obtained
			dd/mm/yy

**Training and Professional Qualifications**

Please list all relevant training and professional qualifications obtained

Title of Award/ Qualification/ Field of Study	Date Obtained
	dd/mm/yyyy

**CAREER HISTORY**

**Present or Most Recent Position**

Please complete all sections below in full, starting with your current or most recent position.

Date Position Commenced	dd/mm/yyyy
Date Left (If applicable)	dd/mm/yyyy
Employer Name (if applicable)	
Job Title	
Duties and Responsibilities	[limit 300 words]

**Previous Positions**

Employer Name (if applicable)	Position Held	Dates – From / To
		dd/mm/yyyy
		dd/mm/yyyy
Duties and Responsibilities	[limit 300 words]	

**ADDITIONAL EMPLOYMENT INFORMATION**

Reasons For Career Gaps (if applicable)

[limit 300 words]

**JUDICIAL AND TRIBUNAL APPOINTMENTS**

Please give details of any judicial or tribunal appointments which you hold or have held, including dates (starting with most recent) and a brief description (no more than 50 words per position) of work undertaken:

[limit 300 words]

**MEMBERSHIP OF SPECIALIST PROFESSIONAL ORGANISATIONS**

Please give details of any specialist professional organisations of which you are a member:

[limit 300 words]

**ANY OTHER EXPERIENCE & MEMBERSHIP OF ORGANISATIONS**

**Any Other Experience**

Please provide brief details of other employment, appointments held, work undertaken or experience gained (including non-legal and voluntary experience) which is relevant to your suitability for judicial office, which is not referred to elsewhere in your application

[limit 300 words]

**GOOD CHARACTER AND CONDUCT**

**Criminal Convictions**

Have you ever been convicted of any criminal offence?\*

Yes  No

If yes, please provide details including dates, the nature of the offence and details of any disposal.\*

[limit 500 words]

**Police Investigations**

Are you aware of any current police investigations into your conduct?\*

Yes  No

If yes, please provide details including dates, the nature of the investigation

[limit 500 words]

**Litigation**

**Have you ever:**

a) entered into an Individual Voluntary Arrangement, or a Protected Trust Deed?\*

**Yes**  **No**

if yes, please provide details including any information as to any issues relating to adherence to any agreement or composition made and details of the outcome of any of the foregoing matters.\*

[limit 500 words]

b) made a composition with your creditors

**Yes**  **No**

If yes, please provide details including any information as to any issues relating to adherence to any agreement or composition made and details of the outcome of any of the foregoing matters. \*

[limit 500 words]

c) been adjudged bankrupt

**Yes**  **No**

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If yes, please provide details including any information as to any issues relating to adherence to any agreement or composition made and details of the outcome of any of the foregoing matters. \*

[limit 500 words]

**Yes**  **No**

d) been sued to judgment for any debt?

If yes, please provide details including any information as to any issues relating to adherence to any agreement or composition made and details of the outcome of any of the foregoing matters. \*

[limit 500 words]

**VAT and other form of Tax**

In relation to VAT or any other form of tax or rates, have you ever:

a) had proceedings brought against you, or are any other proceedings pending?\*

**Yes**  **No**

If yes, please provide details \*

[limit 500 words]

b) paid a penalty or a fine or made a composition in respect of failure to pay?\*

**Yes**  **No**

If yes, please provide details\*

[limit 500 words]

**Professional Conduct**

Have you at any time been found to have committed professional misconduct or unsatisfactory professional conduct, by any professional body or its associated disciplinary tribunal, or of having provided an inadequate professional service by any such professional body, or by the Scottish Legal Complaints Commission? \*

<b>Yes</b>	<input type="radio"/>	<b>No</b>	<input type="radio"/>
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If yes, please provide details:

[limit 500 words]

Are you currently subject to any disciplinary processes, any complaints to the Scottish Legal Complaints Commission or are there such proceedings pending?

**Yes**  **No**

If yes, please provide details\*

[limit 500 words]



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Are you currently subject to any disciplinary processes, any complaints to the Scottish Legal Complaints Commission or are there such proceedings pending? \*

**Yes**  **No**

If yes, please provide details\*

[limit 500 words]

**Personal and Professional Life**

Are you aware of anything in your private or professional life that:

a) might be a source of embarrassment if it became known in the event of your appointment to the judiciary? \* **Yes**  **No**

If yes, please provide details\*

[limit 500 words]

b) might call into question your suitability for appointment to the judiciary? \* **Yes**  **No**

If yes, please provide details\*

[limit 500 words]

**PERSONAL STATEMENT**

Please explain why you are applying for this judicial office. Your response should not exceed 300 words.

[limit 300 words]

**SELF ASSESSMENT**

**Assessment Criteria**

Please provide at least one example which best demonstrates each of the criteria listed below. Your response should not exceed 300 words per criterion. Bullet points and note form are acceptable. You may wish to include:

- A description of the situation and the context
- What you did.
- What skills and knowledge you deployed.
- Your personal contribution and the outcome.

**Criterion 1: Knowledge of the law**

- A high level of academic and legal learning
- A high level of expertise in the applicant's area of practice
- In-depth knowledge of at least some of the areas of substantive law most commonly encountered in the Supreme Courts of Scotland
- Thorough knowledge of the law of evidence
- Thorough knowledge of practice and procedure in the Supreme Courts of Scotland

[limit 300 words]

**Criterion 2: Interpretation and Application of the law**

- Ability to analyse complex legal problems and apply the law correctly
- Ability to analyse and interpret case law and statute law
- Ability to apply the law in unfamiliar areas

[limit 300 words]

**Criterion 3: Managing work efficiently**

- Manages cases and time effectively
- Is diligent and hardworking
- Is confident in managing the court / hearing process
- Is able to deliver work at speed and under pressure

[limit 300 words]

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### Criterion 4: 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

[limit 300 words]

### Criterion 5: Exercising judgement

- Remains impartial and open minded and is seen to be fair to all
- Is able to analyse and assess complex evidence and arguments
- Is able to reason clearly
- Is confident in judging and making independent decisions in the face of challenge

[limit 300 words]

### Criterion 6: Working with others

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

[limit 300 words]

## WRITTEN WORK

Please provide three examples of written work for which you alone have been responsible.

Please explain briefly, in no more than 150 words, how and why each example demonstrates your knowledge of the law, and your skills and competence in the interpretation and application of the law. Please be concise as any information in excess will not be considered. You may wish to include:

- A description of the case
- What skills and knowledge you deployed.
- Your personal contribution and the outcome.

### Example 1

[limit 150 words]

### Example 2

[limit 150 words]

### Example 3

[limit 150 words]

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**CASES, MATTERS, TRANSACTIONS, PUBLICATIONS AND SITUATIONS**

Please provide a list of significant cases, matters, transactions, publications and situations which are examples of your legal work. (As a guide, please provide up to five examples).

Example 1  
[limit 150 words]

Example 2  
[limit 150 words]

Example 3  
[limit 150 words]

Example 4  
[limit 150 words]

Example 5  
[limit 150 words]

**CONFLICT OF INTEREST**

Do you have any personal or professional relationship with any of the Board Members?

Yes  No

If yes, please provide details

[limit 500 words]

Are you aware of any other potential conflict of interest?

Yes  No

If yes, please provide details\*

[limit 500 words]

**REASONABLE ADJUSTMENT**

If invited to interview, are there any reasonable adjustments that you would require?\*

Yes  No

If yes, please provide details\*

[limit 500 words]

**DECLARATION**

I declare that the information I have given in support of this application is, to the best of my knowledge and belief, true and complete.

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I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application will be disqualified; or, if I have already been appointed to judicial office by the time such a failure comes to light, that it will be taken into account in deciding whether I am fit to continue to hold office.

I consent, should I be invited to interview, for consultees to release information to the Board relating to my character or my legal competence, to assist in the assessment of my suitability and fitness for appointment to the office for which I have applied.

I consent, should I be recommended for appointment, to information from this application form being passed to Scottish Ministers.

I consent, should I be recommended for appointment, to my personal details being passed to the Judicial Office for Scotland to allow for administrative work related to my appointment to commence.

### **Judicial Institute**

I consent, should I be offered appointment, to a copy of the Personal Information, Eligibility and Professional Qualifications, Training and Career History sections of this application form being passed to the Director of the Judicial Institute by the Scottish Ministers when such appointment is announced, to assist in the assessment of my training needs.

Accept Declaration \*

Yes