

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

**APPLICATION FOR PRESIDENT OF THE GENERAL  
REGULATORY CHAMBER OF THE FIRST-TIER TRIBUNAL**

Please ensure that you read the *Guidance Note for Applicants* before completing each section of the application form.

The deadline for applications is **midnight on Sunday 27 January 2019.**

## Data Protection

The Judicial Appointments Board for Scotland (the "Board") is registered as a data controller under the Data Protection Act 1998 (the "DPA"). A copy of the Board's entry in the register of data controllers is available from the [Information Commissioner's website](#).

By completing and submitting this application form you are agreeing that the Board may process your personal data (within the meaning of the DPA) in accordance with this form and otherwise in accordance with the Board's [Data Protection Policy](#).

Please read the Board's Data Protection Policy before submitting your completed application form and contact the Board if you have any questions on its terms. Please note in particular paragraph 8, which deals with the Board's retention of your personal data and explains that (among other things) the Board may anonymise any of the information about you which it obtains as part of the application process, so that it is no longer personal data, and retain that information without limit of time for the purposes of analysis and research.

## Freedom of Information

Section 17 of the Judiciary and Courts (Scotland) Act 2008 will in the vast majority of circumstances protect the information you provide to the Board (other than information that is already in the public domain) from disclosure under the Freedom of Information (Scotland) Act 2002. There will only be a very limited range of circumstances in which the Board could be obliged to disclose such information in response to a freedom of information request, and in all cases where such a request is made the Board will first seek your consent to such disclosure. Where that consent is refused, the Board will only release information where it is nevertheless obliged to do so.

## PERSONAL INFORMATION

Professional surname:

Family Surname:

(If different from professional surname)

Forenames:

Please indicate the forename by which you are known if different from above:

Title:

Home address:

Postcode:

Telephone:

Mobile:

E-mail:

Address for correspondence:

(If different from above)

Postcode:

Telephone:

Mobile:

E-mail:

## ELIGIBILITY

### Confirmation

I have read the eligibility for this post and confirm that I meet all of the criteria.

### Nationality:

Please indicate your nationality

### Relevant Qualifications in Scotland

**If you are or have been a solicitor or solicitor advocate please state**

Date entered on Roll

Are you currently on the Roll?

**If you are an advocate please state**

Date called to the Scottish Bar

Are you currently a member of the Faculty of Advocates?

## PROFESSIONAL QUALIFICATIONS, TRAINING AND CAREER HISTORY

### Professional Qualifications and Training

Please give details (including dates) of your professional qualifications and degrees, including if you have been appointed as Queen's Counsel, and any post-qualification training courses completed:

### Career History

Please give details of posts held (starting with the most recent), excluding any judicial and tribunal appointments; please provide dates, organisation name, and a brief description (no more than 25 words per position) of work undertaken:

### 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 25 words per position) of work undertaken:

### Publications

Please give details of any legal articles and publications that you have written and/or edited:

### Membership of specialist professional organisations

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

### Any Other Experience

Please provide brief details (no more than 300 words in total) 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:

## GOOD CHARACTER AND CONDUCT

### **Criminal Convictions**

Please disclose any unspent criminal convictions including offences under the Road Traffic Acts. By virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (the 2013 Order), you must also disclose any spent convictions if they are listed in schedule A1 or schedule B1 to the 2013 Order.

### **Police Investigations**

Are you aware of any current police investigations into your conduct? If yes, please provide details:

### **Litigation**

Do you currently have, or have you at any time entered into:

- a) an Individual Voluntary Arrangement, or a Protected Trust Deed
- b) made a composition with your creditors
- c) been adjudged bankrupt
- d) been sued to judgement for any debt?

If yes, please provide details including any issues relating to the adherence of any agreement made or details about any such proceedings pending:

### **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;
- b) paid a penalty or a fine or made a composition in respect of failure to pay.

If yes, please provide details:

### **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 the Scottish Legal Complaints Commission? If yes, please provide details:

Are you currently subject to any disciplinary processes, including investigative, or are there such processes pending? If yes, please provide details:

### **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; or
- b) might call into question your suitability for appointment to the judiciary?

If yes, please provide details

## SELF ASSESSMENT

### MOTIVATION

Please explain **why** you are applying for this judicial office, and these particular vacancies. Your response should **not exceed 300 words**.

#### Criterion 1: Leadership (essential criterion)

- Ability to exercise strong leadership and engage constructively with members and judicial colleagues and the administration.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 2: Strategic Direction (essential criteria)

- Ability to think strategically in relation to both the Chamber and the wider tribunal landscape, to lead change and maintain clear organisational direction.
- Ability to master new specialities rapidly.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 3: Sound Judgement and Intellectual Capacity (essential criteria)**

- Ability to concentrate, absorb arguments, summarise complex factual and legal issues, and apply knowledge to arrive at balanced judgements.
- Problem-solving capability; ability to identify pragmatic solutions.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 4: Management Skills (essential criteria)**

- Ability to coach, develop and review the performance and development of members assigned to the General Regulatory Chamber.
- Ability to manage the work of the Chamber efficiently.
- Ability to produce high quality written work without delay.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 5: Communication and Interpersonal skills (essential criteria)**

- Ability to communicate effectively and deal courteously and considerately with all tribunal users and staff.
- Sensitivity to people from diverse backgrounds.
- Ability to manage those who are unrepresented fairly and appropriately.

- Commitment to engage positively and openly with parties and the public and ability to undertake effective public presentations and representational work.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 6: Legal knowledge (essential criteria)**

- Evidence of professional achievement in the law, knowledge of substantive and procedural law and court/tribunal experience.
- High-level specialist knowledge relevant to the chamber and experience of and interest in tribunals.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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 7: Personal Qualities (essential criteria)**

- Independence, with a demonstrable commitment to probity and integrity.
- Ability to command the respect of colleagues, the public and government officials.

Please provide **at least one** example which best demonstrates the criterion listed above. Your response should **not exceed 300 words in total**. 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

## Written Work

Please provide one example of written work for which **you alone** have been responsible.

Written Work Example:

Please explain briefly, in **no more than 100 words**, how and why this 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.

## DECLARATIONS

### Conflicts of Interest

Please tell us if you have a conflict of interest, or are in any way related to or have a personal or professional relationship with any of the [Board Members](#), and if so provide details.

### Application Form

By virtue of submitting this completed form, 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.

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.

### **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.

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