

APPOINTMENTS IN CONFIDENCE

Reference number Official use only	SCJC/2026/SM
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APPLICATION FOR APPOINTMENT AS A SOLICITOR MEMBER OF THE SCOTTISH CIVIL JUSTICE COUNCIL

Please complete this form in type or, if hand-written, in block capitals. (To complete the form electronically use the F11 key to navigate the sections and highlight the grey boxes for over-typing. Any incomplete grey boxes will not be reproduced when printed)

Please refer to the relevant candidate information form for further details on how to complete your application, including eligibility and details of the particular requirements being sought.

Please attach your CV to this application form.

PERSONAL INFORMATION

Last Name:

Title:

First Name(s):

(please underline the name you are known by)

Home Address:

Post Code:

Telephone number:

Tel/ No. Business

Mobile:

Email:

Address for

**Correspondence (if
different from above):**

Post Code:

Telephone number:

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PRESENT AND PREVIOUS APPOINTMENTS

Do you hold or have you held an appointment in a Public, Voluntary or Community Organisation?

Yes ☐ No ☐

Name of Body	Period of Appointment		Position held
	From	To	

CONFLICT OF INTEREST

Conflict of Interest

Are you aware of any possible conflict of interest which might arise either personally, in relation to your employment, or in relation to your connections with any individuals or organisations should you be appointed?

Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview.

Yes ☐ No ☐

Please provide details:

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AFTER THE APPLICATION PROCESS

In the event that your application is successful, please let us know if there are any learning or development opportunities you might wish to undertake to assist you in carrying out duties as a Council member:

Given the number of available appointments it will not be possible to appoint all those who might be suitable for appointment. However, the Council may set up committees to assist it in carrying out its work and we would be grateful to know if candidates would be willing to contribute to the Council's work at committee level. Details of the Council's current committees can be found on the Council's [website](#).

A register of interest is held by the Council's Secretariat, recording notes of interest from those who have expressed an interest in serving on particular committees. This register is consulted if changes are required to committee membership, for example, if a vacancy arises or if additional representation is required on the committee for a specific project or more generally.

If you are unsuccessful in your application, would you like to register your interest in becoming a member of a Council committee?

Yes ☐ No ☐

If so, the Secretariat will retain your CV on file. Please specify the Committee(s) you are interested in:

Access to Justice:

☐

Costs and Funding:

☐

Family Law:

☐

Personal Injury:

☐

Rules Rewrite:

☐

Notes of interest will be registered for a one year period from date of receipt and can be re-registered if no appointment is made during that period.

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DECLARATION

I declare that the information I have given in support of my 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 may be disqualified.

I understand that if my application is successful, it will be held for the duration of my appointment; otherwise, it will be held for 90 days following the announcement of the successful candidate. I understand that all other documentation associated with an appointment round will be held for two years following the announcement.

I agree to my CV being retained on file for a period of one year in the first instance to register any interest I may have in serving on the Council's Committees.

Under the terms of the Data Protection Act 1998, I agree that the information given in the application and monitoring forms may be processed to provide management information for appointment and equal opportunities monitoring purposes.

Signature _____ Date _____

If your application is submitted by email please leave the signature blank. You will be required to sign this application if successful

Completed applications can be returned electronically to:

scjc@scotcourts.gov.uk

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SELF ASSESSMENT –SUITABILITY

The following section asks you to give examples of where you have demonstrated the skills and knowledge and competencies/criteria required for this appointment. The examples you choose need not only come from your working life but may also include home life, voluntary activities and the like. Please note that job titles etc. on their own will not be taken as evidence of meeting the criteria and the selection panel **will not** make assumptions based on titles alone.

Please see the candidate information form for the relevant membership category for details of the particular requirements sought.

For each example you should state:

- In what capacity you acquired the skills and knowledge i.e. what did you do, how did you do it, why did you do it and what was the result;
- How recently you acquired them; and
- How frequently you applied the skills or knowledge.

Please limit your response to no more than 500 words per question.

SELECTION CRITERIA

The Selection Panel will be looking for applicants to have a selection of the desirable criteria with the intention that the successful candidates will between them cover them all.

1. Legal knowledge and skills

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2. Understanding of people and society

3. Knowledge and understanding of the wider justice system and issues affecting it

4. Personal qualities

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5. Additional information

If there is any further information which you consider to be relevant to your application, please specify it below