

**Membership Application Form**

**Post Applied For: Non Judicial/Non Legal Member**

The Selection Panel will not have access to the personal details on application forms and CVs when deciding on whom to invite for interview. Please use separate sheets for each section of your application and, on your CV, please only include personal details on the front or cover page.

**SECTION 1**

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| **Personal Details** | |
| Title |  |
| Forenames |  |
| Surname |  |
| Place of birth |  |
| Home address and post code |  |
| Telephone |  |
| Mobile |  |
| Email address |  |
| Address and  post code for correspondence (if different from above) |  |

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| **CV** Please attach your CV to this application form. |

**SECTION 2**

**Evidence In Support of Application**

In the following sections please give examples of your skills, abilities and personal qualities that are relevant to the appointment. The examples you choose can come from your working life, private life or voluntary activities. Please limit your response to no more than 300 words per section.

The Selection Panel will use the information you provide to determine whether to invite you for interview.

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| **Leadership** - Ability to contribute to the determination of the vision and strategic direction of a large and complex organisation (e.g. understands the external political environment, statutory responsibilities and stakeholder expectations; analyses and reviews complex issues; builds commitment to change). (Essential) |
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| **Influence/Representation/Communication** - Ability to challenge and influence at Board and Committee level, and to communicate effectively across a range of stakeholders, externally and internally, representing the vision, values and objectives of the organisation and promoting wider understanding of, and support for, these and current priorities. (Essential) |
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| **Strategic Planning** -Demonstrates experience of effective strategic business planning and priority setting. (Essential) |
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| **Governance and Risk** - Ability to work effectively as a Board member (e.g. works well as part of a strategic team; contributes experience and ideas; works constructively towards identifying priorities and solutions, and decision making) and demonstrates knowledge and experience of risk management. Understands governance and accountability structures and demonstrates ability to review the comprehensiveness of assurances to meet the needs of the Board and Accountable Officer and review the reliability and integrity of these assurances. (Essential) |
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| **Sector Knowledge** - Demonstrates knowledge of and interest in the administration of justice in Scotland. Demonstrates a sound knowledge of the environment within which the Scottish Courts and Tribunals Service operates. (Desirable) |
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| **Skills and Experience -** Experience of one or more of the key areas of running a large and complex organisation such as management, finance, human resources, estates, information and communications technology, education, media/communications. (Essential) |
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| **Personal Qualities -** Demonstrates evidence of commitment to the principles of public life, of a non-representational sort and the requirements of effective corporate governance. (Essential) |
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**SECTION 3**

**References**

Please give the names and full contact addresses of two referees\* who, through actual experience of your work or other achievements, are able to comment on your ability to meet the requirements of the appointment.

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| **1.** | Name |  |
| Address |  |
| Telephone: |  |
| E-mail: |  |

|  |  |  |
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| **2.** | Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |

**\***Please note that referees will not be contacted prior to the sift of applications, but references ***may*** be taken up if you are invited to interview**.**

**SECTION 4**

**Disability**

1. The Disability Discrimination Act 1995 defines a disability as a **physical or mental impairment** which has a **substantial and long term** (i.e. lasted or likely to last for 12 months or more) **adverse** effect on a person’s ability to carry out **normal day-to-day activities**.  Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website: [http://www.equalityhumanrights.com](http://www.equalityhumanrights.com/)

Do you consider yourself to have a disability as defined by the Disability Discrimination Act 1995?

Yes No

2. The Scottish Courts and Tribunals Service participates in the ‘Positive about Disabled People” Scheme. Under this scheme, all candidates who consider themselves to be disabled in terms of the Disability Discrimination Act 1995, **and who** **meet the essential minimum criteria detailed on the person specification for the post**, will be guaranteed an interview.

Do you wish to claim a guaranteed interview under the “Positive about Disabled People” Scheme?

Yes No

3. If you have a disability and require special provisions for attending the interview please provide details here.

**SECTION 5**

**Personal Conduct**

All successful applicants will be security checked through a Standard Disclosure by Disclosure Scotland. The references to "offence" should be taken to include motoring, but not parking offences. Anyone who willingly withholds information will risk losing any appointment.

Please answer “Yes” if any of the following apply in any court or other jurisdiction either in the UK or abroad. If responding “Yes”, please give details. Answering “Yes” to any of the questions below will not necessarily bar you from appointment.

**1. Have you ever been charged with, or convicted of, any criminal offence, however minor?**

(Please also include offences under the Road Traffic Acts). By virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you must disclose convictions, including spent convictions. You should also list all administrative penalties imposed on you, such as fixed penalty notices or fiscal fines.

Yes No

If yes, please give details.

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

Yes No

If yes, please give details.

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**3. Are you involved now, or have you ever been involved, in any litigation – whether as a pursuer, defender or third party, including bankruptcy proceedings?**

Yes No

If yes, please give details.

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**4. Have you at any time been found guilty of professional misconduct by any professional body or its associated disciplinary tribunal?**

Yes No

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| If yes, please give details. |

**5. Are you currently subject to any pending criminal prosecution or disciplinary processes as described at question 4 above?**

Yes No

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| If yes, please give details. |

**SECTION 6**

**Eligibility to be a Member of the Scottish Courts and Tribunals Service**

The Scottish Courts and Tribunals Service, as established by section 60(1) of the Judiciary & Courts (Scotland) Act 2008, is part of the Scottish Administration. As members of the SCTS are office holders under the Crown, applicants are required to meet certain nationality criteria to be eligible for office. In summary, only nationals from the following countries are generally eligible - The United Kingdom (and British protected persons) - The Republic of Ireland - The Commonwealth - The European Economic Area (EEA) - Switzerland.

If in doubt, applicants should consider the more detailed guidance on nationality requirements, which can be found on the Civil Service website to ensure that they meet the nationality requirements.

Please answer the following questions to indicate eligibility to be an office holder for the Scottish Courts and Tribunals Service. If you are invited to interview, you may be required to provide documentation confirming your eligibility.

**Are you lawfully resident in the United Kingdom?**  Yes No

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**What is your present nationality?**

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**What was your nationality at birth?**

**Have you ever possessed any other nationality or citizenship?** Yes No

If yes, please give details.

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**Are you subject to immigration control?** Yes No

If yes, please give details.

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**Are there any restrictions on your continued residence in the United Kingdom?**  Yes No

If yes, please give details.

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**SECTION 7**

**APPLICANT 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 rejected and/or that I may be removed from office if I have given false information or withheld relevant details.

I understand the information given on this form will be stored for the purposes of Human Resources and statistical analysis by the SCTS on behalf of the Lord President and that the Scottish Courts and Tribunals Service is registered under the Data Protection Act 1998.

I have read the eligibility criteria and confirm that I am eligible to apply for the post.

**Signature:**

**Date:**

**Note:** It is your responsibility to ensure that you understand the eligibility criteria.  If you are unsure on any aspect please contact Noel Rehfisch, Corporate Secretary, SCTS at [NonExecRecruitment@scotcourts.gov.uk](mailto:NonExecRecruitment@scotcourts.gov.uk) or telephone 0131 444 3473.