

**SCTS Board – 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**

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

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

**SECTION 2**

**Evidence In Support of Application**

In the page overleaf (and further pages if required) please provide a supporting statement that gives short examples of the skills, abilities and personal qualities you possess that are relevant to the role. The examples you choose can come from your professional life, private life or voluntary activities.

Please limit your supporting statement to **1,000 words in total**. The Selection Panel will use the information you provide, alongside your CV, to determine whether to invite you to interview.

The key qualities/criteria sought in a member of the SCTS Board (based on the Board Member Core Skills Framework developed by the Scottish Government and the Commissioner for Ethical Standards in Public Life in Scotland) are as follows:

**Essential Qualities/Criteria**

* **Leadership** – the ability to contribute to the vision, strategic direction and planning of a large and complex organisation, understanding the wider political environment and providing clear focus in ensuring that the SCTS can achieve its objectives.
* **Communication & Influencing** – the ability to communicate, constructively challenge and influence at Board level, effectively representing and promoting the vision, values and objectives of the organisation to a wide range of stakeholders, including politicians and the media.
* **Governance and Risk** – the ability to work effectively as part of a strategic team, contributing experience and ideas. Direct experience of ensuring effective governance at senior management or board level, demonstrating a sound understanding of corporate governance, accountability structures and risk management.
* **Personal Qualities** –Commitment to the [principles of public life](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2). Able to demonstrate interest and enthusiasm in the work of the SCTS; able to devote sufficient time to being a member of the Board (around 10 days per year).

**Broader Skills and Experience** –whilst not essential the selection panel would welcome evidence of any experience you have in key areas relevant to the operation of a large & complex organisation such as SCTS. These may include previous involvement in the Scottish public sector or justice sector and/or evidence of experience in – organisational policy and strategy; performance management of a large scale operation; change management; corporate finances; human resource management; major estates management; digital business and systems; media & communications.

**Statement of Evidence in Support of Application**

*[Continue on a further page if necessary – max statement size – 1,000 words]*

**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.

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

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

**\***References will not be taken up prior to the sift of applications. Should you be invited to interview references may be taken up either before or after interview**.**

**SECTION 4 – EQUALITY OPPORTUNITIES MONITORING FORM**

We want our Board to be representative of the communities it serves. We are therefore committed to having recruitment practices which are free from discrimination and accessible to a diverse range of people.

In order for us to monitor the effectiveness of our recruitment we ask all applicants the following equal opportunities questions. **The information you provide will not be seen by the selection panel, will remain strictly confidential and will only be used for diversity monitoring purposes**. If you choose not to answer a question and are comfortable sharing the reasons for your choice we would be interested to know why you feel this way so we can make improvements where necessary.

As part of the Scottish Courts and Tribunals Services commitment to Equal Opportunities, we guarantee to interview any disabled applicant who fully meets the essential criteria detailed at page 3 of this form. The Equality Act (2010) 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/)

**DISABILITY**

* **Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?**

Yes

No

If you answered **‘Yes’** please complete the following two questions:

* **Does this condition or illness affect you in any of the following areas?**

Vision (for example blindness or partial sight)

Hearing (for example deafness or partial hearing)

Mobility (for example walking short distances or climbing stairs)

Dexterity (for example using a keyboard)

Learning or understanding or concentrating

Memory

Mental health

Stamina or breathing or fatigue

Socially or behaviourally (for example associated with autism, attention deficit disorder or Aspergers’ syndrome)

Other (please specify)

* **Does your condition or illness reduce your ability to carry-out day-to-day activities?**

Yes, a lot

Yes, a little

Not at all

**GENDER IDENTITY**

* **Which one of the following best describes your gender?**

Male

Female

In another way - If you describe your gender with another term, please provide this here

I prefer not to answer this question (If you’ve chosen not to answer this question could you please share the reasons for your choice)

* **Do you consider yourself to be a trans\* person?**

Yes

No

Prefer not to say (If you’ve chosen not to answer this question could you please share the reasons for your choice)

*\*Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth.*

**SEXUAL ORIENTATION**

* **Which of the following options best describes how you think of yourself?**

Heterosexual / Straight

Gay / Lesbian

Bi / Bisexual

If you prefer to use another term, please provide this here

I prefer not to answer this question. (If you’ve chosen not to answer this question could you please share the reasons for your choice)

**ETHNIC GROUP**

* **What is your ethnic group?**

*Choose ONE Section from A to F, then tick ONE box which best describes your ethnic group or background.*

1. **White**

Scottish

Other British

Irish

Gypsy/Traveller

Polish

Other white ethnic group, please write in

1. **Mixed or multiple ethnic group**

Any mixed or multiple ethnic groups, please write in

1. **Asian, Asian Scottish or Asian British**

Pakistani, Pakistani Scottish or Pakistani British

Indian, Indian Scottish or Indian British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British

Chinese, Chinese Scottish or Chinese British

Other, please write in

1. **African**

African, African Scottish or African British

Other, please write in

1. **Caribbean or Black**

Caribbean, Caribbean Scottish or Caribbean British

Black, Black Scottish or Black British

Other, please write in

1. **Other ethnic group**

Arab, Arab Scottish or Arab British

Other, please write in

**RELIGION/BELIEF**

* **What is your religion?**

I have no religion

Church of Scotland

Roman Catholic

Other Christian

Muslim

Buddhist

Sikh

Jewish

Hindu

Pagan

Another religion please write in

**CARING RESPONSIBILITIES**

Do you have caring responsibilities for a partner, child, relative or friend who cannot manage without help because they are physically or mentally ill, frail or disabled? You may or may not live with the person you are caring for.

No – I don’t have any caring responsibilities

Yes – Primary carer of a child/children (under 18)

Yes – Primary carer of disabled child/children

Yes – Primary carer of disabled adult (18 and over)

Yes – Primary carer of older person/people (65 and over)

Yes – Secondary carer

I prefer not to answer this question

If you’ve chosen not to answer this question and wish to share the reasons for your choice please do so here:

**SECTION 5**

**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 retained for relevant purposes by the SCTS on behalf of the Lord President, and will be held in accordance with all relevant data protection legislation.

I have read this application form and the associated information for candidates document and confirm that I am eligible to apply for the post.

**Signature:**

**Date:**

Please send your completed application by email to

NonExecRecruitment@scotcourts.gov.uk

**Should you have any queries in relation to the application process or form please feel free to contact the SCTS Secretariat, using the email address above or by calling 0131 444 3301.**