**HIGH COURT JUDICIAL ASSISTANT SCHEME**

**APPLICATION FORM**

**(*NB: Please submit this application in Word format*)**

## **PART A**

## ***None of the information in Part A of this form will be available to those assessing whether the applicant is of a sufficient standard to be offered the position of Judicial Assistant. The assessment will be made “blind” of this information.***

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| **Name and contact details** |  |
| Surname: |  |
| Forenames: |  |
| Correspondence address: |  |
| Phone number: |  |
| Email (for communication purposes regarding the application): |  |
| **Professional qualifications** |  |
| If professionally qualified as a lawyer, the nature of your qualification and the date on which you qualified: |  |
| If not yet professionally qualified as a lawyer, the qualification you are working towards and the date on which you anticipate qualifying: |  |
| **Reasonable adjustments** |  |
| Do you require any reasonable adjustments? | Yes  No |
| If yes, please identify any arrangements you might need: |  |
| We are able to offer an automatic interview to all candidates who identify as having a disability pending they meet the minimum threshold. Does this apply to you? | Yes  No |
| **Period** |  |
| What length of placement are you applying for? | Two-terms (if you would prefer a specific half of the legal year, please specify which here: \_\_\_\_\_\_\_\_\_\_\_\_\_).  Four-terms (10 months)  No preference |
| **Specialisation** |  |
| Area of specialisation (please tick as many boxes as you like): | Chancery Division (Business and Property Courts)  Family Division (including the Court of Protection)  Queen’s Bench Division:  Commercial Court (Business and Property Courts)  Technology and Construction Court (Business and Property Courts)  Administrative Court  QB Civil  No preference |

**PART B**

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| **INTELLECTUAL ABILITY** | | | |
| The role of Judicial Assistant will involve discussions with judges of difficult points of law and procedure, for which outstanding intellectual ability will be necessary. | | | |
| *LPC/BPTC/GDL or equivalent* | | | |
| **Dates** | **Establishment** | **Results** | |
|  |  |  | |
| *University* | | | |
| **Dates** | **Establishment** | **Subject** | **Examination results (including subject and grade breakdown)** |
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| Please give any other relevant awards qualifications or publications demonstrating outstanding intellectual ability. | | | |
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| Please give examples, in 500 words or fewer, of your (i) ability to formulate detailed legal arguments and opinions based on research and (ii) superior written and oral communication skills. | | | |
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| **ORGANISATIONAL SKILLS/TIME MANAGEMENT** |
| *The role of judicial assistant will require candidates to manage involvement in multiple cases, some of them very large and involving extensive evidence. The Judicial Assistants will also be expected to provide assistance to their assigned judge to tight deadlines. Please provide evidence based examples in 500 words or fewer of your ability to fulfil this criterion.* |
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| **Civil Service Behaviour: Making Effective Decisions** |
| *Please provide evidence in no more than 250 words how have demonstrated this behaviour. You are encouraged to use the ‘STAR’ method to provide your evidence.*  *For information on Civil Service Behaviours, please visit page 5:* [*Success Profiles - Civil Service Behaviours (publishing.service.gov.uk)*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717275/CS_Behaviours_2018.pdf)*.* |
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| **REFERENCE 1** |
| Please provide below details of one professional referee capable of speaking to the criteria. |
| Name: |
| Address: |
| Postcode: |
| Email: |
| Telephone number: |
| How long and in what capacity have you known this person: |

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| **REFERENCE 2** |
| Please provide below details of one professional referee capable of speaking to the criteria. |
| Name: |
| Address: |
| Postcode: |
| Email: |
| Telephone number: |
| How long and in what capacity have you known this person: |