**DRAFT**

**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): |  |
| **Reasonable adjustments** | We are a disability confident employer in the Civil Service. For more information on what this entails, please visit: [Disability Confident: Guidance For Applicants - Citizens Advice](https://www.citizensadvice.org.uk/about-us/job-and-voluntary-opportunities/citizens-advice-job-opportunities/disability-confident/disability-confident-guidance-for-applicants/#:~:text=Disability%20Confident%20is%20a%20government,employers%20and%20disabled%20people%27s%20representatives.) |
| Do you require any reasonable adjustments? | Yes  No |
| If yes, please identify any arrangements you might need: |  |
| **Period** |  |
| What length of placement are you applying for? | 2-term (October – March)  2-term (April – July)  4-term (October – July)  No preference |
| **Specialisation** |  |
| Area of specialisation (please tick as many boxes as you like, and order your preferences if you have one): | Chancery Division (Business and Property Courts)  Family Division (including the Court of Protection)  King’s Bench Division:  Commercial Court (Business and Property Courts)  Technology and Construction Court (Business and Property Courts)  Administrative Court  KB Civil |

**Please fill in the diversity declaration form. This is not used to sift applications, just to understand the cohort to inform future efforts to increase diversity and inclusion (it will be anonymous).**

**PART B**

## ***NB: This information will be used to conduct the initial paper sift of applicants.***

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| **Professional qualifications** | 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. |
| Your university courses and your results from each course. |  |
| If not professionally qualified, the qualification you are working towards and the date on which you anticipate qualifying. |  |
| If professionally qualified as a lawyer, the nature of your qualification and the date on which you qualified. |  |
| Please mention whether you have undergone the SQE/BPTC/GDL or equivalent, which establishment you did it and your results. |  |
| Please give any other relevant awards qualifications or publications demonstrating relevant intellectual ability. |  |

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| **Statement of suitability** |
| *The role of a judicial assistant will assist the judge(s) to whom they are allocated, for example by carrying out research, marking up and summarising case documents and transcripts, summarising submissions and discussing cases and hearings and providing general support for the judge(s) in the organisation of their work and hearings.*  *Please provide evidence-based examples in 500 words or fewer of your ability to fulfil this criterion.*  *Suitability:*  The essential criteria for this role are as follows:   * You must have excellent intellectual and legal ability. * You must have practical research skills, being able to seek and analyse information to inform decisions based on the best available evidence. * You will be able to communicate complicated factual and legal arguements both orally and in writing, in a thoughtful and concise way. * You must be detail-focussed when carrying out research tasks and drafting factual narratives. |
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| **CS Behaviour: Making effective decisions** |
| *Please provide relevant 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 HEO-grade 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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| **Organisational skills/time management** |
| *The role will require candidates to manage involvement in multiple cases, some of them very large and involving extensive evidence. JAs will also be expected to aid their assigned judge(s) to tight deadlines.*  *Please provide evidence-based examples in 500 words or fewer of your ability to fulfil these criteria. You are encouraged to use the ‘STAR’ method to provide your evidence.* |
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**PART C**

## ***NB: This information will inform the paper sift, so please may you include two referees with your application.***

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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: |
| **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: |