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**Application Form:**

00416: Regional Chairman of the Employment  
Tribunals (England and Wales) 2008

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# PERSONAL INFORMATION

**Professional surname:** .....

**Surname:** .....

If different from professional surname.

**Forenames:** .....

**Please indicate the forename  
by which you wish to be known:** .....

**Title:**

Tick as applicable

Mr     Mrs     Miss     Ms     Dr

Other (please state): .....

**Date of birth:**

/  /

Note: Age can affect eligibility for certain appointments. Please see accompanying Information Pack.

**Private address:** .....

Postcode: .....

Telephone: .....

Fax: .....

Mobile: .....

E-mail: .....

**Professional/business  
address:** .....

Postcode: .....

Telephone: .....

Fax: .....

Mobile: .....

E-mail: .....

DX number: .....

**Address to use for  
correspondence:**

Tick one

Private     Professional

# ELIGIBILITY

## Nationality:

You need to be a citizen of:

- the United Kingdom or;
- another Commonwealth country or;
- the Republic of Ireland.

Do you meet the nationality requirements for this post?

Yes  No

If you are a citizen of a Commonwealth country please specify below which country:

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## Relevant Qualifications

Are you a solicitor or a barrister?

Please indicate

Solicitor  Barrister

## Rights of Audience in England and Wales

**If you are a solicitor**

**please state:**

Date entered on Roll   /   /

Are you currently on the Roll?  Yes  No

**If you are a barrister**

**please state:**

Date completed pupillage   /   /

Date of call to the Bar   /   /

## Rights of Audience in Scotland:

Are you a solicitor or advocate?

Please indicate

Solicitor  Advocate

**If you are a solicitor**

**please state:**

Date of admission:   /   /

Are you currently on the Roll?

Yes  No

**If you are an advocate**

**please state:**

Date of call to the Faculty:   /   /

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**Rights of Audience in Northern Ireland:**

Are you a solicitor or barrister?

Solicitor     Barrister

Please indicate

**If you are a solicitor**

**please state:**

Date of admission

/   /

Are you currently on the Roll?  Yes     No

**If you are a barrister**

**please state:**

Date of call to the Bar

/   /

**Judicial appointments:** To be appointed you must currently be a salaried chairman of the Employment Tribunals (as defined in regulation 8(3)(a) of the Employment Tribunals (Constitution and Rules of Procedure) Regulations 2004).

Please give details of the judicial appointments you hold.

<b>Date(s)</b>	<b>Nature of Appointment</b>	<b>Jurisdiction, including overseas</b>
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.....	.....	.....

Please list the court(s)/hearing centre(s) or region where you have sat, starting with the most recent and entering the number of days spent in each over a five year period.

<b>Court/Centre</b>	<b>Days</b>	<b>Court/Centre</b>	<b>Days</b>
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**Professional Status**

Please give the date of registration and details of membership of your professional organisation:

Registration number:

Date of registration:   /   /

Name of organisation

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# FURTHER AND HIGHER EDUCATION AND QUALIFICATIONS

<b>From:</b> Starting with the most recent	<b>To:</b>	<b>Colleges and/or universities attended:</b>	<b>Degrees, diplomas, certificates or other relevant qualifications:</b>
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Please give a general indication of the main areas of your most recent practice and, if appropriate, any courts in which you regularly practise.

<b>Area of practice (jurisdiction/court)</b>	<b>%</b>	<b>Area of practice (jurisdiction/court)</b>	<b>%</b>
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Please give a general indication of the main areas of law in which you specialise, if any.

<b>Area of specialisation</b>	<b>Area of specialisation</b>
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# QUALITIES AND ABILITIES

Applicants for this selection exercise will be assessed against the following qualities and abilities:  
The abilities marked with an asterisk are particularly pertinent to this post.

## **1. Intellectual Capacity**

- Expertise in your chosen area.
- Ability quickly to absorb and analyse information.
- Appropriate knowledge of the law and its underlying principles, or the ability to acquire this knowledge where necessary.

## **2. Personal Qualities**

- Integrity and independence of mind.
- Sound judgement.
- Decisiveness.
- Objectivity.
- Ability and willingness to learn and develop professionally.

## **3. An Ability to Understand and Deal Fairly**

- Ability to treat everyone with respect and sensitivity whatever their background.
- Willingness to listen with patience and courtesy and to tackle difficult problems and individuals fairly and consistently.
- Ability to enable parties to present their case.

## **4. Authority and Communication Skills**

- Ability to explain the procedure and any decisions reached clearly and succinctly to all those involved.
- Ability to inspire respect and confidence and motivate administrative and judicial colleagues.
- Ability to maintain authority when challenged.
- Ability to carry out fair and objective appraisals of judicial colleagues.
- Ability to train others by explaining complex legal principles.

## **\*5. Efficiency**

- Ability to work at speed and under pressure.
- Ability to organise time effectively and produce clear reasoned judgments expeditiously.
- Ability to work constructively with others (including leadership, coaching and managerial skills where appropriate) and make efficient use of judicial resources.
- Ability to think and act creatively to resolve issues and to give the necessary judicial leadership to increase judicial efficiency and improve the dispensing of justice in your region.
- Ability to cooperate with the President and Regional Chairmen and administrative colleagues in the interests of the Employment Tribunals corporate as opposed to regional interests.

## SELF ASSESSMENT

Please provide examples on the following two pages of how you demonstrate these qualities and abilities. This is an important part of your application. Please be concise, as any information in excess of two pages will not be used to support your application. Bullet points and note form are acceptable. Please use Arial 11point font only.

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## CHARACTER

The Judicial Appointments Commission (JAC) is required by statute to appoint only persons of good character. The JAC Guidance on Good Character is available on our website at [www.judicialappointments.gov.uk](http://www.judicialappointments.gov.uk).

Please read the guidance carefully before completing this section. Please also note that applicants for judicial appointment are not protected by sections 4(2) and 4(3) of the Rehabilitation of Offenders Act 1974 and convictions which would normally be regarded as having expired under that Act should therefore be declared in writing (Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975).

**It is essential that you answer all the following questions fully. You are required to declare all matters whether or not these have been declared in a previous application or to any other body. Please include comparable information for all jurisdictions relevant to you and your work. Where you have answered yes, please include any mitigating information you would like the JAC Commissioners to take into account when considering your application. If you are in any doubt please include all relevant information. This is a continuing responsibility throughout the process for any matter that may arise up to the point of appointment.**

1. Have you ever been convicted of, or cautioned for, any criminal offence (other than parking offences), or are any other proceedings pending? Please  No  Yes  
also give details of any offence leading to a fixed penalty (including moving motoring offences).

Date (s)                      Details of any penalty for each offence:

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2. Do you currently have, or have you at any time entered into an Individual Voluntary Arrangement, or a Protected Trust Deed (Scotland only) or have you ever:  No  Yes

- made a composition with your creditors; or
- been adjudged bankrupt; or
- been sued to judgment for any debt;

or are any such proceedings pending?

Date (s)                      Details

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3. In relation to VAT or any other form of tax or rates, have you ever:  No  Yes

- had proceedings brought against you, or are any proceedings pending; or
- paid a penalty or made a composition in respect of failure to pay;

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or incurred any other default?

Date (s)                      Details

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4. Have you ever had an action brought against you for professional negligence, without the matter being dismissed, or are any such proceedings pending? If you are a solicitor and such a matter has been brought against your firm in respect of a matter under your supervision, answer 'yes'.  No  Yes

Date (s)                      Details

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5. In respect of any matter involving you personally or under your supervision, please provide details of any finding made or allegations pending of:  No  Yes

- professional misconduct; or
- inadequate professional service;

brought by your professional body.

You should also provide details of any investigation into such matters by the Legal Services Ombudsman or other relevant bodies.

Date (s)                      Details

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6. Is there any additional information which should be brought to the attention of the JAC, which might call into question whether it is appropriate for you to be appointed as a judicial office holder?  No  Yes

Date (s)                      Details

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## REFERENCES

Please note that referees will be approached before the sift.

### Candidate nominated referees

Please give the names of up to three referees who can comment on your suitability for appointment against the qualities and abilities.

Please do not nominate a Judicial Appointments Commissioner as a referee

Full name and title of referee and position	Correspondence address (please include postcode)	Please state how they are known to you (to include details of relevant work)
1	Postcode: _____ Tel: _____ Mob: _____ Email: _____	
2	Postcode: _____ Tel: _____ Mob: _____ Email: _____	
3	Postcode: _____ Tel: _____ Mob: _____ Email: _____	

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**JAC nominated referees**

In addition to the referees you have nominated yourself, the JAC may select others from the categories of JAC nominated referees in the Information Pack.

Judicial referee(s)

Please confirm the name, title, position and address of relevant judicial office holders as specified in the Information Pack.

**Full name, title and position      Correspondence address (please include postcode)**

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Postcode:

Tel:

Mob:

Email:

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Postcode:

Tel:

Mob:

Email:

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## AVAILABILITY

The provisional interview dates will be: **24-25 March 2009**

**If you are selected for interview, it may not be possible to change the date, therefore you are asked to make every effort to be available.**

## REASONABLE ADJUSTMENTS

The JAC will consider any reasonable adjustments needed to ensure that you can participate in the selection process fairly.

Please identify any arrangements you might need:

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We will contact you if we need to discuss these arrangements. If you would like to discuss reasonable adjustments in confidence with someone, please telephone Radiah Binns on 020 3334 0568 or e-mail [radiah.binns@jac.gsi.gov.uk](mailto:radiah.binns@jac.gsi.gov.uk).

## RETURNING YOUR APPLICATION

Please use the reference **00416** on all correspondence.

You should return the form electronically or as a hard copy by **6 January 2009** to:

Judicial Appointments Applications Service (JAAS)  
Judicial Appointments Commission  
2nd Floor, Steel House  
11 Tothill Street  
London  
SW1H 9LH  
DX 149822 WESTMINSTER 6

**E-mail:** [jaas@jac.gsi.gov.uk](mailto:jaas@jac.gsi.gov.uk)

**Telephone:** 020 3334 0123

**Late applications will only be accepted exceptionally at the discretion of the JAC**

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**Acknowledgement of your application**

You should receive an acknowledgement of your application within five working days of receipt. If you do not, please contact the JAAS team by telephone or e-mail.

**POSTING PREFERENCES**

Please indicate which post(s) you are applying for and indicate your order of preference, if applicable.

I wish to apply for:

My order of preference is:

Tick as appropriate

Insert order of preference 1, 2

Cardiff

London Central

**Welsh Language (Cardiff vacancy only):**

The successful candidate must be willing to undergo training to acquire a working knowledge of the Welsh language, if they do not already possess this.

Do you speak Welsh?

If not, are you willing to undertake training?

## DECLARATIONS

### Declaration of interest

Are you related to, or known to any of the Commissioners (see the section headed “Judicial Appointments Commissioners” in the Information Pack)? If so, please give details below:

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.....

**Please make sure you have completed all sections of this document.**

### Final declaration

I declare that the information that I have given on this form is true to the best of my knowledge and belief and (if completing this form electronically) I certify that the ‘typed’ signature is intended to be my signature.

**Signature of applicant:** .....

**Date:** .....

### Data Protection

The JAC and the Ministry of Justice may need to use the information you provide for purposes that may not directly relate to your application for this judicial post. Any additional use of this information will be compatible with the purposes contained in its Data Protection Act Notification. This may be seen in the Data Protection Register on the website of the Office of the Information Commissioner at [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk). Alternatively, a copy may be obtained by writing to the Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.



# APPLICATION MONITORING FORM

Office Only

The JAC is committed to equality of opportunity. We need to monitor our selection processes to ensure that they are fair and non-discriminatory. We would welcome your support in helping us do this by completing the form. Please complete this section even if you have done so on previous applications.

**The information provided will be held in confidence. It will be used for statistical and research purposes only. It will not be used for making selection decisions.**

**Applicant for:** Regional Chairman of the Employment Tribunals (England and Wales)  
2008

## Section 1: Gender

Please indicate your gender by ticking the appropriate box

Male       Female

## Section 2: Ethnicity

Please Specify ONE.

### A. White

British  
 English                       Scottish  
 Welsh                               Irish  
 Any other White background (please specify):

### B. Mixed

White & Black Caribbean     White & Black African  
 White & Asian  
 Any other mixed background (please specify):

### C. Asian or Asian British

Indian                               Pakistani  
 Bangladeshi  
 Any other Asian background (please specify):

### D. Black or Black British

Caribbean                       African  
 Any other Black background (please specify):

### E. Chinese or Chinese British

Chinese  
 Any other Chinese background (please specify):

### F. Any other background

Please specify:



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### Section 3: Disability

Please complete this section to help us monitor the effectiveness of our disability equality policy and help us to develop good practice for the future.

Disability is a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. For a comprehensive definition of disability including examples please refer to [www.judicialappointments.gov.uk/select/621.htm](http://www.judicialappointments.gov.uk/select/621.htm)

**Do you consider yourself to have a disability or a long-term health condition?**  Yes  No

If yes, please give details:

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### Section 4: Age

Please indicate your age at the time of your application:

### Section 5: Professional Background

How do you qualify for judicial appointment? As:

(Please tick one)

- Solicitor  Barrister  Advocate (Scotland)  
 Legal Executive  Patent Attorney  Trade Mark Attorney  
 Other (Please specify)

Are you currently?

(Please indicate)

- Salaried Judicial Office Holder  Fee paid Judicial Office Holder  
 Academic

I would categorise my current work as being predominantly:

Please tick one box with which you most identify

#### Practice in the private sector

- Law firm/chambers  Employed in-house in a company  
 Other

#### Practice in the public sector

- Government Legal Service  Crown Prosecution Service  
 Local authority  Magistrates' Court legal adviser  
 Other

#### Practice in the voluntary sector

- Law Centre  Citizens' Advice Bureau  
 Voluntary Organisation  Other

#### Practice in the education sector

- University  Other

### Section 6: Working Patterns

#### Time away from work

Please indicate if you are on a career break, maternity leave, etc.  Yes  No

Please specify

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Please indicate if you have expressed an interest in Salaried Part time Working  Yes  No

Thank you for completing and returning this monitoring form.