



Application form for:

Justice of the Supreme Court of the United Kingdom

April 2023

PERSONAL INFORMATION

Professional surname:

Surname:

(If different from professional surname)

Forenames:

(Please underline name by which you wish to be addressed)

Title:

Date of birth:

Private address:

Postcode:

Telephone:

Mobile:

Email:

Professional address:

Postcode:

Telephone:

Mobile:

Email:

DX number:

Email address to use for correspondence:

Note: correspondence will be sent to you by email.

ELIGIBILITY

Nationality

You must be a citizen of:

- the United Kingdom
- another Commonwealth country
- the Republic of Ireland
- hold dual nationality, one of which falls in the above categories

Do you meet the nationality requirements: **YES**

Statutory requirements

To be eligible for appointment you must meet the following requirements:

Either: applicants must have held high judicial office for at least two years. ('High judicial office' means office as a judge of any of the following courts – the Supreme Court; the Court of Appeal of England and Wales; the High Court of England and Wales; the Court of Session; the Court of Appeal of Northern Ireland; the High Court in Northern Ireland);

Or: applicants must satisfy the judicial-appointment eligibility condition on a 15-year basis, or have been a qualifying practitioner for at least 15 years.

A person satisfies the judicial-appointment eligibility condition on a 15-year basis if s/he has been a solicitor of the senior courts of England and Wales, or barrister in England and Wales, for at least 15 years; and has been gaining experience in law (see below) during the post-qualification period.

A person is a qualifying practitioner if s/he is an advocate in Scotland or a solicitor entitled to appear in the Court of Session and the High Court of Justiciary; or he is a member of the Bar of Northern Ireland or a solicitor of the Court of Judicature of Northern Ireland.

The meaning of “gaining experience in law” is set out in section 52(2) to (5) of the Tribunals, Courts and Enforcement Act 2007 and relates to a period engaged in law-related activities, which are defined as the following:

- The carrying out of judicial functions of any court or tribunal
- Acting as an arbitrator
- Practice or employment as a lawyer
- Advising (whether or not in the course of practice or employment as a lawyer) on the application of the law
- Assisting (whether or not in the course of such practice) persons involved in proceedings for the resolution of issues arising under the law
- Acting (whether or not in the course of such practice) as mediator in connection with attempts to resolve issues that are, or if not resolved could be, the subject of proceedings
- Drafting (whether or not in the course of such practice) documents intended to affect persons’ rights or obligations
- Teaching or researching in the law; or
- Any activity that in the relevant decision-maker’s opinion (this means the Lord Chancellor or his designated official) is of broadly similar nature to an activity with paragraphs (a) to (h).

Do you meet the statutory requirements?

YES

CAREER HISTORY

Please attach a cv.

SIGNIFICANT WRITTEN WORK

On a separate attachment, please cite five significant pieces of your writing that demonstrate (i) your breadth of experience and ability to address legal problems in different areas of the law and (ii) how you meet the criteria for appointment. These could be judgments, articles, opinions or other relevant material.

Please explain briefly why these have been chosen, drawing attention to the salient points for the commission. Additionally, please reference them so that copies can be downloaded for the selection panel.

SUPPORTING STATEMENT

On a separate attachment, please explain how you meet each of the additional selection criteria (see information pack) required for the appointment for which you are applying. It is very important that you use specific examples to illustrate your evidence for meeting the criteria.

Your supporting statement should be no more than 1,500 words.

INTERVIEW STATEMENT

Please note that if you are selected for interview you will be asked to begin the interview by giving a 5-minute presentation on a topic to be sent to you closer to the time.

AVAILABILITY

The selection interviews will be held on 17 July 2023. Interviews will be conducted in person.

If you are unavailable for this date, please give details below. Otherwise please keep this date free.

PART-TIME WORKING

Part-time working is offered for those seeking appointment as a Justice. If you would ideally like to work part-time or a non-standard basis, please state the arrangement you would like to propose.

REASONABLE ADJUSTMENTS

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

Interview Day

Do you require any reasonable adjustments? **YES** **NO**

If yes, please identify any arrangements you might need:

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 Chris Maile (Head of HR at The Supreme Court) on 0207 960 1893 or e-mail chris.maile@supremecourt.uk.

CHARACTER

The commission has decided to adopt the good character policy of the Judicial Appointment Commission of England and Wales. Guidance on Good Character is available at: [Good Character Guidance from 2021 – Judicial Appointments Commission](#)

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. On 4 August 2016 the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2016 came into effect. The Order allows for the full disclosure of all spent cautions and and convictions when the suitability of applicants is being assessed for judicial appointment. You must therefore declare all past convictions and cautions, regardless of whether they are spent or unspent.

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 selection panel 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.

Criminal offences

Have you ever been convicted of, or cautioned for, any criminal offence (other than parking offences), or are any other proceedings pending? Please also give details of any offence, received in the last 4 years, leading to a fixed penalty (including moving motoring offences).

NO **YES**

If yes, please give details of conviction date/dates and penalties:

Solvency

Do you currently have, or have you at any time entered into, or have any such proceedings pending?

An Individual Voluntary Arrangement, or a Protected Trust Deed?

NO **YES**

Composition with creditors?

NO **YES**

Been adjudged bankrupt?

NO **YES**

Been a director of a company that has become insolvent?

NO **YES**

If you have answered yes to any of the above, please provide details including any issues relating to the adherence of any agreement made:

Tax proceedings

In relation to VAT or any other form of tax or rates, have you ever had proceedings brought against you, or are any proceedings pending regarding:

Outstanding, or late submitted, personal returns of tax or duties and penalties or surcharges?

NO **YES**

Outstanding personal tax debts of personal tax or duties and time to pay arrangements?

NO **YES**

Any ongoing enquiries into your personal returns of tax or duties?

NO **YES**

Enquiries into partnership tax or duties?

NO **YES**

If you have answered yes to any of the above, please provide details including whether you have paid a penalty or made a composition in respect of failure to pay tax or duties or incurred any other default.

Professional Negligence

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'.)

Professional Negligence **NO** **YES**

If you have answered yes to the above, please provide details

Professional Misconduct

Have you had any finding made or allegations pending of:

- professional misconduct, or
- inadequate professional service; brought by your professional body.

Please also provide details of any internal disciplinary matters brought by an employer that may impact your suitability for judicial appointment. You should also provide details of any investigation into such matters by the Legal Services Ombudsman or other relevant bodies.

NO **YES**

If you have answered yes to the above, please provide details

Additional Character Information

Is there any additional information which should be brought to the attention of the commission/commissions which might call into question whether it is appropriate for you to be appointed to the positions advertised?

NO **YES**

If you have answered yes to the above, please give details.

INDEPENDENT ASSESSMENT

Please provide the name and address (including email address) of two people who would be willing to provide an independent assessment on your behalf to support your suitability for appointment. Assessments will be taken up before the decision on whether to interview.

Name:

Full Address:

Email:

Name:

Full Address:

Email:

DECLARATIONS

Declaration of Interest

Are you related to, or known to any of the selection panel (please refer to the information pack for details of the selection panel members)?

YES NO

If so, please provide details below:

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 I certify that the 'typed' signature is intended to be my signature.

Signature of applicant:

Date:

RETURNING YOUR APPLICATION

To submit your completed application form please email it, together with attachments, to: grainne.hawkins@supremecourt.uk. Applications will only be accepted electronically.

The completed application form with attachments needs to reach Grainne Hawkins by **5pm on 22 May 2023**.

You will receive an email to acknowledge receipt of your application either on the same day or the day following receipt. If you do not receive any acknowledgement, please contact us using the details below:

E-mail: grainne.hawkins@supremecourt.uk

Telephone: 020 7960 1906