

**SCTS Board – Membership Application Form**

**Post Applied For: Non-Executive Board Member and Chair of the Audit and Risk Committee**

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**

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

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| **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 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 response 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 qualities sought in a member of the SCTS board are as follows:

* **Leadership** – the ability to contribute to the vision, strategic direction and planning of a large and complex organisation, understanding the wider political environment;
* **Influence & Communication** – the ability to communicate, challenge and influence at Board level and to represent the vision, values and objectives of the organisation;
* **Governance and Risk** – the ability to work effectively as part of a strategic team, contributing experience and ideas. The ability to demonstrate 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);
* **Broader Skills and Experience –** You should be an excellent communicator with the skills to influence the strategic direction of the SCTS and be effective in building relationships with the organisation’s staff. In addition, you will have significant professional experience overseeing one or more of statutory audit, internal audit, or organisational risk management of relatively complex, customer focused organisations, having worked at a senior level in a public sector, commercial or voluntary organisation and will demonstrate the ability to work effectively as a Board member and to lead and contribute to the work of the Audit Committee of a public sector organisation.

**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.

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

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

**\***Please note references will not be taken up prior to the sift of applications, but may be taken up if you are invited to interview**.**

**SECTION 4**

**Disability**

1. 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/)

Do you consider yourself to have a disability as defined by the Equality Act 2010? *(Delete as appropriate)*

Yes No

2. If you have a disability and require special arrangements to be made for attending the interview please provide details here.

**SECTION 5**

**Eligibility to be a Non-Executive Board Member of the SCTS Board**

To be eligible for appointment you must not otherwise be qualified for appointment as a judicial member or as an advocate or solicitor practising in Scotland.

**SECTION 5**

**Eligibility to be a Member of the Scottish Courts and Tribunals Service**

The Scottish Courts and Tribunals Service, as established by section 60(1) of the Judiciary & Courts (Scotland) Act 2008, is part of the Scottish Administration. As members of the SCTS are office holders under the Crown, applicants are required to meet certain nationality criteria to be eligible for office. In summary, only nationals from the following countries are generally eligible - The United Kingdom (and British protected persons) - The Republic of Ireland - The Commonwealth - The European Economic Area (EEA) - Switzerland.

If in doubt, applicants should consider the more detailed guidance on nationality requirements, which can be found on the Civil Service website to ensure that they meet the nationality requirements.

Please answer the following questions to indicate eligibility to be an office holder for the Scottish Courts and Tribunals Service. If you are invited to interview, you may be required to provide documentation confirming your eligibility.

**Are you lawfully resident in the United Kingdom?**  Yes No

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**What is your present nationality?**

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**What was your nationality at birth?**

**Have you ever possessed any other nationality or citizenship?** Yes No

If yes, please give details.

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**Are you subject to immigration control?** Yes No

If yes, please give details.

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**Are there any restrictions on your continued residence in the United Kingdom?**  Yes No

If yes, please give details.

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**SECTION 6**

**Personal Conduct**

All successful applicants will be security checked through a Standard Disclosure by Disclosure Scotland. The references to "offence" should be taken to include motoring, but not parking offences. Anyone who willingly withholds information will risk losing any appointment.

Please answer “Yes” if any of the following apply in any court or other jurisdiction either in the UK or abroad. If responding “Yes”, please give details. Answering “Yes” to any of the questions below will not necessarily bar you from appointment.

**1. Have you ever been charged with, or convicted of, any criminal offence, however minor?**

(Please also include offences under the Road Traffic Acts). By virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, you must disclose convictions, including spent convictions. You should also list all administrative penalties imposed on you, such as fixed penalty notices or fiscal fines.

Yes No

If yes, please give details.

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**2. Are you aware of any current police investigations into your conduct?**

Yes No

If yes, please give details.

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**3. Are you involved now, or have you ever been involved, in any litigation – whether as a pursuer, defender or third party, including bankruptcy proceedings?**

Yes No

If yes, please give details.

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**4. Have you at any time been found guilty of professional misconduct by any professional body or its associated disciplinary tribunal?**

Yes No

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| --- |
| If yes, please give details. |

**5. Are you currently subject to any pending criminal prosecution or disciplinary processes as described at question 4 above?**

Yes No

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| If yes, please give details. |

**SECTION 7**

**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 stored for relevant purposes by the SCTS on behalf of the Lord President and that the Scottish Courts and Tribunals Service is registered under the Data Protection Act 2018.

I have read the eligibility criteria and confirm that I am eligible to apply for the post.

**Signature:**

**Date:**

**Please send your completed application by email by \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* to**

boardrecruitment@scotcourts.gov.uk

**Should you have any queries in relation to the application process or form please feel free to contact:**

Steven D’Arcy, Interim Corporate Secretary, SCTS

0131 240 6817

sdarcy@scotcourts.gov.uk

or

Karen Lawrie, Head of Secretariat, SCTS

0131 444 3308

klawrie@scotcourts.gov.uk

**Annex A**

**Equality Opportunity Monitoring**

The Lord President is committed to equality of opportunity within the principles of appointment based on merit, with independent assessment as part of an open and transparent selection process. Monitoring appointment and selection procedures is one way of ensuring that there is no discrimination in the way people are appointed.

**The information you provide will not be seen by the selection panel, it will remain strictly confidential and will only be used for diversity monitoring purposes.**

# **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.*

## White

Scottish Other British Irish

Gypsy/Traveller Polish

Other white ethnic group, please write in

## 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

## African

African, African Scottish or African British Other, please write in

## Caribbean or Black

Caribbean, Caribbean Scottish or Caribbean British Black, Black Scottish or Black British

Other, please write in

## 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.