

HOW TO COMPLETE YOUR APPLICATION FORM

Judicial Assistants to the Justices

All candidates must complete the UKSC Application Form explaining clearly how they meet the criteria and why they are suitable to apply. CV only applications will not be accepted.

Application Form

Please ensure you set out your academic and employment history clearly and in chronological order.

Your qualifications and academic achievements should state the date and grade achieved.

Any gaps in employment/education should be explained.

References will only be taken up if you are successful at interview. It is helpful if you can include the names and contact details of 2 referees on the form but are not obliged to do this at this stage.

Supporting Statement

In addition to your CV, you should explain clearly how you meet the criteria for the role addressing the following strengths and behaviours:

Analytical Ability	Accurately identifies key elements to legal issues and presents logical, clearly presented arguments. Aware of impact of legal decisions on society and knows how to conduct thorough legal research.
Communicating and Influencing	Expresses thoughts clearly and effectively, verbally and in writing, using appropriate style and language that meets the needs of the audience.
Making Effective Decisions	Uses sound judgment to provide accurate, expert and professional advice. Makes appropriate decisions or deductions from information presented.
Delivering at Pace	Demonstrate independent planning, organising and good time management when working under pressure and the ability to work on tasks alone.
Working Together	Creates and maintains positive, professional and trusting working relationships with a wide range of people and can adapt communication style to different situations.

You should also explain your reasons for applying and how, if successful, the role of Judicial Assistant would fit with your overall career path.

Completed Application Forms

Please upload your application form at <http://www.hays.co.uk/jobs/supremecourt> by midnight on Thursday 30 March 2023. For further information please email SupremeCourt@hays.com or telephone 020 7259 8722. Please note that we will not be able to accept late applications, uploaded or submitted directly, after midnight on 30th March.

Data Protection

In accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018, any information submitted will only be used for the recruitment and selection process and details will not be forwarded to any third party outside of the recruitment process. Submitted Application Forms and any supporting information will be retained and destroyed after 12 months.