

HONG KONG JUDICIARY

Application for the Position of Director of the Hong Kong Judicial Institute Hong Kong Special Administrative Region of the People's Republic of China

NOTES:

- (a) Please complete this form in type, and where necessary attach extra sheets.
- (b) Completed applications should reach the Corporate Services Division of the Judiciary Administration, 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong. Please mark on the envelope "Application for Director of the Hong Kong Judicial Institute".
- (c) The data provided in this form are collected and will be used for recruitment and employment-related purposes. And the data may be provided to government departments and other organizations or agencies authorized to process the data for purposes relating to or arising from the possible employment with the Judiciary, e.g. qualifications assessment, medical examination and integrity checking, etc., as necessary. Data on unsuccessful candidates is normally destroyed 12 months after rejection of application.
- (d) You should fill in all parts of the form (where applicable). Failure to provide all the information requested or provision of inadequate information may result in your application not being considered.
- (e) Requests for references may be sought from or inquiries may be made of employers named by you, including your present employer. If you object to such requests or inquiries being made, you should make this clear under section 3.1(ii).
- (f) The Hong Kong Judiciary has no obligation to inform unsuccessful candidates of the reason for their not being successful.
- (g) Please notify the Corporate Services Division of the Judiciary Administration if there are any subsequent changes to the information provided after submission of the application form.
- (h) For correction of or access to the data after submission of this application, please write to the Senior Executive Officer (Judicial Institute) at 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.
- (i) For enquiries, please telephone 2867 4963.

Section 1 : PERSONAL DETAILS

Title (Mr, Mrs, Ms, Miss etc.) _____
Surname (as in HK Identity Card or Passport) _____
Forenames in full (as in HK Identity Card or Passport) _____
Chinese name (if any) (as in HK Identity Card) _____
Chinese name in code _____
Decorations/Honours _____

Date of birth

Day	Month	Year
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Age last birthday _____

Place of birth _____

HK Identity Card No. (if applicable) _____

Please tick one or more as appropriate to indicate whether you are a: Barrister Solicitor Govt lawyer
 Other. If other, state it _____

Are you a permanent resident of the Hong Kong Special Administrative Region?

Yes
No

Professional/Office Address _____

Telephone No. _____

Residential Address _____

Telephone No. _____

(Please tick to indicate which of the above addresses is to be used for correspondence relating to this application.)

E-mail Address _____

Section 2 : EDUCATION AND PROFESSIONAL QUALIFICATIONS
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2.1 Secondary, Higher and Further Education

2.1.1 Please list (i) each secondary school attended with date(s) and (ii) each tertiary institution attended with date(s) and the degree awarded with the grade/class and date(s).

Date(s)	Secondary School(s)

Date(s)	Tertiary Institution(s) (Degree(s) with Grade/Class and date(s) of award)

2.1.2 Please list any other academic achievements, including full- or part-time courses, etc.

Date(s)	Institution(s)

2.2 Legal Qualifications

2.2.1 For Barristers

Date of Admission to the Hong Kong Bar

Day	Month	Year

If you are admitted to practise in another jurisdiction, please give details of the date(s) and the jurisdiction(s).

Date(s)	Jurisdiction(s)

2.2.2 For Solicitors

Date of Admission to the Hong Kong Solicitors' Roll

Day	Month	Year

If you are admitted to practise in another jurisdiction, please give details of the date(s) and the jurisdiction(s).

Date(s)	Jurisdiction(s)

2.2.3 For All Applicants

Please give dates of pupillage and name(s) and address(es) of pupil master(s) and/or date(s) of articles/traineeship and name(s) and address(es) of principal(s) and firm(s) or other organization(s) with whom articles/traineeship were undertaken, **starting with the earliest**.

Date(s)	Name of pupil-master(s) or principal(s) and firm(s) or other organization(s)	Address(es)

Section 3 : PROFESSIONAL EXPERIENCE

3.1 Professional experience since completion of pupillage or articles/traineeship and/or relevant working experience

(i) Please give details of your professional experience since completing pupillage or articles/traineeship and/or relevant working experience i) as a solicitor or barrister; and/or ii) in judicial work; and/or iii) in work relating to judicial or legal training/education; and/or iv) in legal research work (including experience in the production of publications/manuals and/or the provision of professional training, as well as experience in criminal and civil procedure, if any), **starting with the earliest.** Please include date(s) and address(es) (including where appropriate, the name(s) of the Head of Chambers).

Date(s)	Chambers, firm(s) or other organization(s) and address(es)	Type of work done

(ii) Give name(s) of employer(s) to whom you do NOT wish any requests for reference or any inquiries to be addressed; and state the reason why you do not so wish.

Name(s) of Employer(s)	Reason(s)

3.2 Nature of Practice

Please describe the general nature of your present practice, and enter against each of the categories below the approximate percentage of your working time spent in each field.

<u>Type</u>	%
(1) <u>Criminal</u>	
Trial (jury)	_____
Trial (District Court)	_____
Trial (Magistrates' Court)	_____
Appeal (other than Magisterial Appeal)	_____
Appeal (Magisterial)	_____
(2) <u>Civil</u>	
Admiralty	_____
Bankruptcy	_____
Commercial	_____
Company	_____
Constitutional and Administrative Law	_____
Construction and Arbitration	_____
Defamation	_____
General Civil (such as breach of contract, tort)	_____
Intellectual Property	_____
Matrimonial	_____
Personal Injuries	_____
Probate	_____
Property (Land)	_____
Revenue	_____
Trusts	_____
(3) <u>Others</u> (please specify)	
_____	_____
_____	_____
	<u>100%</u>

3.3 Please give any additional information about your professional experience/working experience that you would like to include.

3.4 References

Please supply the name(s) and contact details of up to two referees whom you consider will be able to comment at first hand on your abilities and other matters relevant to the position and on your personal character from whom the Judiciary can seek a reference.

Name(s)	Correspondence/Email address(es) and Telephone No.	Occupation	Period known

3.5 Services and activities related to the legal field, production of publications, professional training and/or legal research

3.5.1 Please list below any other activities related to the legal field, e.g. membership of boards or associations, teaching activities, etc., with date(s).

3.5.2 Please give details of any knowledge in production of publications/manuals, with date(s).

3.5.3 Please give details of any knowledge in provision of professional training other than those under 3.5.1 above, with date(s).

3.5.4 Please give details of any knowledge in conducting legal research, with date(s).

3.6 Services and activities other than those under section 3.5 above

Please list below activities other than those under section 3.5 above that you wish to include, e.g. membership of boards and committees, charitable and voluntary organizations, etc., with date(s).

3.7 Full-time work experience outside the legal field

If you have full-time work experience outside the legal field after completion of tertiary education, please list below the employer(s) and nature of work with date(s).

3.8 State briefly your reasons for wishing to apply for the position of Director of the Hong Kong Judicial Institute.

3.9 If given an offer, how soon after notification of selection could you take up duties?

Section 4 : CHARACTER

Please answer all the questions and where an answer is YES give details:

<p>1. Have you ever been convicted of a criminal offence (other than a minor road traffic offence such as a parking or speeding offence)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>2. Have you ever been adjudged bankrupt, made a composition with creditors or been sued to judgment on any debt?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>3. Have you ever been subject to any disciplinary hearings of a professional body?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>4. Have you ever received notification of any claim against you or your employees for civil liability incurred during the past 6 years in connection with your practice?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>5. Have you ever had proceedings brought against you for failure to pay taxes or made a composition with the Inland Revenue Department?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>6. Are any proceedings relating to the matters in 1 to 5 above pending?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p>7. Are you aware of anything in your private or professional life which would be a source of embarrassment to yourself or the Judiciary if it became known in the event of your employment as a Director of the Hong Kong Judicial Institute? If yes, please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>

Section 5 : OTHER INFORMATION

5.1 Have you ever previously applied to the Hong Kong Judiciary for employment? If yes, please give the title(s) of the post(s) and date(s) of the application(s).

Date(s)	Title(s) of post(s) applied

5.2 **(Optional)**

Are you a candidate with disability? Yes No

If yes, please indicate nature and degree of disability _____

Please specify whether you need any special arrangements for attending an interview -
Yes No

If yes, please specify the arrangements required _____

(Note : Candidates with disabilities are considered on equal terms with other applicants. The Hong Kong Judiciary may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.)

5.3 Please tick one or more as appropriate to indicate your proficiency in the Chinese language.

- Cannot speak Cantonese
- Can speak and understand Cantonese
- Can speak and understand Cantonese and read Chinese
- Can speak and understand Cantonese and write Chinese
- Can speak and understand Putonghua

5.4 Please give any other information which you consider relevant to this application.

Section 6 : DECLARATION TO BE SIGNED BY THE APPLICANT

I hereby declare that the information given by me in this application is to the best of my knowledge correct.

I understand and accept that my application is subject to the conditions described in this form (including the NOTES herein) and agree that the Hong Kong Judiciary may approach the referees and employers named herein (except for those named under section 3.1(ii)) and may make any necessary enquiries relating to or arising from the possible employment with the Judiciary.

I understand that if I willfully give any false information or withhold any material information in the application form, or fail to notify the Hong Kong Judiciary any subsequent change of information provided, it will render me liable to disqualification for employment by the Government acting through the Judiciary Administrator or termination of employment, if already employed by the Government acting through the Judiciary Administrator.

I understand and accept that the data given above may be used for the purposes and provided to the parties referred to in paragraph (c) of the NOTES.

Signature _____

Date _____

<p><u>FOR OFFICIAL USE ONLY</u></p> <p>Acknowledge receipt by _____</p> <p>Name _____</p> <p>Rank _____</p> <p>on _____ at _____</p> <p>Ref.: _____</p>
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