

HONG KONG JUDICIARY

Application for the Position of Judicial Assistant (Court of Final Appeal) 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 Judicial Assistant (Court of Final Appeal)".
- (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) For applicants holding academic and/or professional qualifications obtained from institutions or professional bodies outside Hong Kong, please attach copies of your diplomas/certificates, transcripts of studies and official documents stating the mode of delivery (e.g. full time/part time, on campus/distance learning, etc.) of the study programme. Do not send any originals of diplomas/certificates or other qualification documents.
- (f) 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).
- (g) The Hong Kong Judiciary has no obligation to inform unsuccessful candidates of the reason for their not being successful.
- (h) 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.
- (i) For correction of or access to the data after submission of this application, please write to the Senior Judiciary Executive (Judges and Judicial Officers) 3 at 3/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong.
- (j) For enquiries, please telephone 2867 2200.

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

Residential Address _____

Correspondence Address
(if different from the address given above) _____

Daytime Contact Telephone
Number/Mobile Phone _____

Residential Telephone Number _____

E-mail Address _____

Section 2 : EDUCATION AND PROFESSIONAL QUALIFICATIONS
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(Please attach copies of transcripts and diplomas if your qualifications are obtained outside Hong Kong)

2.1 Public Examination Results

Please provide details of the public examination results obtained.

Date Issued (Month/Year)	Public Examination	Subjects and Results attained

2.2 Secondary, Higher and Further Education

2.2.1 Please list (i) each secondary school attended with date(s) and (ii) each tertiary institution attended/attending with mode of attendance, date(s) and the degree awarded with the grade/class and date(s).

Date(s)	Secondary School(s)

Date(s) (Month/Year)	Tertiary Institution(s) Attended/Attending	Mode of Attendance (e.g. full-time/part-time on campus/distance learning, etc.)	Degree(s) with Grade/Class and Date(s) of Award Obtained/to be Obtained

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

Date(s) (Month/Year)	Institution(s)

2.3 Professional Qualifications (e.g. Postgraduate Certificate in Laws, etc.)

Please list your professional qualifications with the level attached and date(s).

Date(s) (Month/Year)	Professional Qualifications and Level Attained

2.4 Legal Qualifications

2.4.1 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/is being undertaken/to be undertaken, **starting with the earliest**.

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

2.4.2 For Barristers

Date of Admission to the Hong Kong Bar

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

Date(s)	Jurisdiction(s)

2.4.3 For Solicitors

Date of Admission to the Hong Kong Solicitors' Roll

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

Date(s)	Jurisdiction(s)

Section 3 : PROFESSIONAL AND WORK EXPERIENCE

3.1 Professional and work experience to date

- (i) Please give details of your professional and work experience to date, **starting with the earliest.** Please include date(s) and address(es) (including where appropriate, the name(s) of the Head of Chambers).

Date(s) (Day/Month/Year)	Chambers, firm(s) or other organization(s) and address(es)	Position held and 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 Please give any additional information about your professional experience/working experience that you would like to include.

3.3 References

Please supply the name(s) and contact details of one or two referees whom you consider will be able to comment at first hand on your abilities as a lawyer/trainee lawyer and other matters relevant to the position of Judicial Assistant (Court of Final Appeal).

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

3.4 Services and activities related to the legal field

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

3.4.2 Please give details of any legal publications you have written or edited or contributed to.

3.5 Services and activities other than those under section 3.4 above

Please list below activities other than those under section 3.4 above that you wish to include, e.g. membership of boards and committees, charitable and voluntary organizations, etc., with date(s).

3.6 State briefly your reasons for wishing to become a Judicial Assistant (Court of Final Appeal).

3.7 If given an offer, could you commence duties on Monday, 28 August 2023? If no, what is your earliest available date?

Section 4 : CHARACTER

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

1. Have you ever been convicted of a criminal offence (other than a minor road traffic offence such as a parking or speeding offence)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
2. Have you ever been adjudged bankrupt, made a composition with creditors or been sued to judgment on any debt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
3. Have you ever been subject to any disciplinary hearings of a professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
5. Have you ever had proceedings brought against you for failure to pay taxes or made a composition with the Inland Revenue Department?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
6. Are any proceedings relating to the matters in 1 to 5 above pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
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 Judicial Assistant (Court of Final Appeal)? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:

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 taking the written exercise/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 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>
