

HONG KONG JUDICIARY

Application for the Position of Judicial Associate (General) Hong Kong Special Administrative Region of the People's Republic of China Supplementary Information Form

NOTES:

- (a) Please complete this form in type, and where necessary attach extra sheets.
- (b) Completed form should reach the Corporate Services Division of the Judiciary Administration by email to general_recruitment@judiciary.hk. Please state clearly in the email subject "Application for Judicial Associate (General)".
- (c) The data provided in connection with this application are collected and will be used for appointment and employment-related purposes. Such data may be used for compiling statistics which may be provided to bodies outside the Hong Kong Judiciary and may be published. 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.
- (h) For correction of or access to the data after submission of this application, please send email to general_recruitment@judiciary.hk.
- (i) 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 or Passport) _____

Chinese name in code (if any)
(as in HK Identity Card) _____

Decorations/Honours _____

Sex ☐ Male ☐ Female

Date of birth	Day	Month	Year

Age last birthday _____

Place of birth _____

HK Identity Card No. (if applicable) _____

Passport No.
(if without a HK Identity Card) _____ Issuing Authority _____

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

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

Yes ☐

No ☐

Residential Address _____

District _____

Country/Region _____

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

Daytime Contact Telephone Number/
Mobile Phone Number _____

Residential Telephone Number _____

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
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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, **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)	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 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 as a lawyer and other matters relevant to the position of Judicial Associate (General) and on your personal character from whom the Hong Kong 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

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 legal publications you have written or edited or contributed to.

3.6 Services and activities not related to the legal field

Please list below any other activities not related to the legal sector, e.g. appointments to governing/legislative/advisory bodies or public offices, membership of boards and committees, or participation in political parties or community organizations of various types including charitable organizations, university and school councils, church councils, hospital boards, social clubs, sporting organizations, organizations promoting political, cultural or artistic interests, etc., with date(s).

3.7 Full-time work experience outside the legal field

If you had full-time work experience outside the legal field after the 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 Judicial Associate (General).

3.9 Please indicate whether you will be able to take up full-time appointment or part-time appointment if selected for the position and the preferred period of employment (if applicable) by ticking the relevant box(es) below –

(Applicants may select (a) and/or (b))

☐ (a) Full-time appointment

Remunerated on a monthly basis (working 44 hours per week).

Preferred period of employment –

☐ 1 year

☐ 2 years

☐ (b) Part-time appointment

Remunerated on a half-daily basis (working on a need basis)

Term of appointment is 3 years.

3.10 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:

1. Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?	Yes ☐ No ☐	Details:
2. Have you ever been adjudged bankrupt, made a composition with creditors or been sued to judgment on any debt?	Yes ☐ No ☐	Details:
3. Have you ever been subject to any disciplinary hearings of a professional body?	Yes ☐ No ☐	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 ☐ No ☐	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 ☐ No ☐	Details:
6. Are any proceedings relating to the matters in 1 to 5 above pending?	Yes ☐ No ☐	Details:
7. Are you aware of anything in your private life (including participation in organizations or activities and use of social media) or professional life which would cause controversy or be a source of embarrassment to yourself or the Hong Kong Judiciary if it became known in the event of your employment as a Judicial Associate (General)? If yes, please give details.	Yes ☐ No ☐	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 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 special arrangements are required in the processing of the application of 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
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(Note : Please sign below to indicate that you have read, understood and accepted all conditions specified at this Section 6. Otherwise, your application will not be processed further.)

I hereby declare that the information provided in this application is correct and true to the best of my knowledge and belief. I understand that if I wilfully give any false information or withhold any information in this 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 Hong Kong Judiciary or termination of employment, if already employed by the Hong Kong Judiciary.

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 Hong Kong Judiciary.

I consent to the Hong Kong Judiciary making any necessary enquiries for purposes relating to integrity checking, recruitment by and employment with the Hong Kong Judiciary and for the verification of the information given in this application. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries. I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Hong Kong Judiciary. I also agree to my fingerprint impressions being taken by the Police in connection with this application/renewal of contract, if required for the purpose of verifying my criminal records.

I understand and accept that the information given in this application will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to or arising from the possible employment with the Hong Kong Judiciary, e.g. qualifications assessment, medical examination and integrity checking, etc. as may be necessary.

Signature _____

Date _____

<u>FOR OFFICIAL USE ONLY</u>

Acknowledge receipt by _____

Name _____

Rank _____

on _____ at _____

Ref.: _____