

**APPLICATION FORM**



**YOU DECIDE BECOME A MAGISTRATE**



Ministry of  
**JUSTICE**

## Visit a magistrates' court

Before making your application, you must visit a magistrates' court in general session to observe what goes on. You should visit at least once but preferably two or three times.

## When completing this form, please refer to the Application Form Guidance Notes.

If a question does not apply, please mark it N/A (not applicable). Do not leave the space blank or put a line through it.

Please type your answers to the questions into the form fields. These will expand as you type until they fill the box. Please use a font size of 11 to complete your answers.

### IMPORTANT

You can choose to serve at a magistrates' court near your home or your work address. Please refer to the list of courts and Advisory Committees contained in your application pack or online at [www.direct.gov.uk/magistrates](http://www.direct.gov.uk/magistrates).

Please state in the box below the magistrates' court at which you prefer to sit. (Note: There may not be vacancies at this court, and if selected you may be asked to sit at another court).

Please state in the box below the name of the Advisory Committee which is responsible for recruitment to the court you have selected above.

Please note: We cannot process your application without this information.

Please see opposite page before completing this form.

**SECTION 1 PERSONAL INFORMATION**

1.1 Title (please tick one) Mr  Mrs  Miss  Ms  Dr  Other (specify)

1.2 Surname

1.3 Forename(s)

1.4 Previous surname(s) (if any)

1.5 Home address

Post code

1.6 Telephone number home

daytime

mobile

1.7 E-mail address

1.8 Date of birth

1.9 Age

1.10 How long have you lived in the locality? less than a year  1-5 years  more than 5 years

1.11 Are you: single  married  a civil partner   
cohabiting  divorced  widowed

1.12 Do you have any children? Yes  No

If yes, please give their ages

1.13 Place and country of birth

1.14 Nationality

1.15 Educational qualifications

1.16 Ethnic origin monitoring.

I would describe my ethnic origin as: *(please tick one)*

**White**

British (or one of the following)

English

Scottish

Welsh

Other *(please specify)*

Irish

Any other White background *(please specify)*

**Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background *(please specify)*

**Asian, Asian British, Asian English, Asian Scottish, Asian Welsh**

Indian

Pakistani

Bangladeshi

Any other Asian background *(please specify)*

**Black, Black British, Black English, Black Scottish, Black Welsh**

Caribbean

African

Any other Black background *(please specify)*

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh**

Chinese

Any other Chinese background *(please specify)*

**Any other background** *(please specify)*

1.17 If you wish to serve in Wales, do you have a working knowledge of the Welsh language?

Oral

Yes

No

Written

Yes

No

## SECTION 2 YOUR OCCUPATION

- 2.1 Are you:  Employed  Self-employed  Not in paid employment  
 Retired  Other (*specify below*)

- 2.2 Please state your current occupational group. Please enter below an occupational group selected from the list on pages 01-02 of the Guidance Notes. If you are unemployed or retired, please indicate what field of work you were last involved in:

- 2.3 Please indicate your industrial group. Please enter below an industrial group selected from the list on pages 03-04 of the Guidance Notes. If you are unemployed or retired, please indicate which group you were last involved in:

- 2.4 What is your present occupation/job title? (*If applicable*)

- 2.5 When did you start this job?

- 2.6 Details of your employer's business (or own if self-employed), address, telephone number and the name of a person to whom any correspondence should be addressed. (*If applicable*)


2.7 Employment history over the past 10 years. Exclude current employment and start with the next most recent. Please continue on another sheet and attach, if necessary.

From	To	Occupation	Employer and Address

2.8 Have you ever been employed by a police force as a police officer, special constable, civilian employee, community support officer or as a traffic warden?

Yes     No

If **yes**, please give details, as appropriate, of your rank, the nature of your duties, the force you worked for and the dates of employment.


### SECTION 3 YOUR SPOUSE/PARTNER/RELATIVES

3.1 Is your spouse/partner in any form of employment?

Yes     No     Not applicable

3.2 If **yes**, what is their occupation?

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3.3 Do you have any relatives, including a spouse and partner and their close relatives, who are or who have been police officers, special constables, community support officers, civilian employees of a police force, traffic wardens, employees of the Crown Prosecution Service or the Prison Service, or any others whose work requires them to attend court?

Yes     No

If **yes**, please give details including, as appropriate, of your rank, division, employer and appointment dates.


## SECTION 4 CRIMINAL CONVICTIONS OR CIVIL PROCEEDINGS

4.1 Do you have any criminal convictions?

Yes  No

If **yes**, please give details of any convictions, however long ago they occurred. You must disclose any motoring offences, including fixed penalties for speeding etc. **Please refer to the guidance notes for details of other disclosures required.** If your application is successful, the Criminal Records Bureau will carry out a criminal record check on you.

Offence	Penalty or order of court	Court	Date of conviction

4.2 Please give details of any civil proceedings to which you, or any company of which you are director, have been a party. Include details of any bankruptcy or matrimonial proceedings and/or maintenance orders, whether against you or in your favour

Offence	Penalty or order of court	Court	Date of adjudication









## SECTION 6 HEALTH AND DISABILITY

- 6.1 Applicants should declare any illness which prevent them from carrying out their duties. If you are aware of any health matter that could adversely affect your performance as a magistrate, please provide details below.


- 6.2 Do you consider that you have a disability

Yes     No

If **yes**, please give details.


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## SECTION 7 GOOD CHARACTER AND DECLARATION

Please tick either **Yes** or **no**. You will be asked this question again if you are called for interview. Please read the *Guidance Notes* before you proceed.

Is there anything in your private or working life or in your past, or to your knowledge in that of any member of your family or close friends, which, if it became generally known, might bring you or the magistracy into disrepute, or call into question your integrity, authority or standing as a magistrate?

Yes     No

### Declaration

I have read the Application Guidance Notes. If appointed, I will be able to carry out my fair share of duties and undertake the required training. The information that I have given is true and complete to the best of my knowledge and belief.

Signed

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Date

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## SECTION 8 REFEREES

You should give details of three referees who have known you for at least three years (and are not related to you) unless they are acting as a referee in their capacity as an employer. They will be asked to complete a reference form later. (See Guidance Notes, p.07).

### REFEREE 1

Title *(please tick one)*    Mr     Mrs     Miss     Ms     Dr     Other *(specify)*

Name

Address

Post code

Telephone number

Occupation

E-mail address

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### REFEREE 2

Title *(please tick one)*    Mr     Mrs     Miss     Ms     Dr     Other *(specify)*

Name

Address

Post code

Telephone number

Occupation

E-mail address

### REFEREE 3

Title *(please tick one)* Mr  Mrs  Miss  Ms  Dr  Other *(specify)*

Name

Address

Post code

Telephone number

Occupation

E-mail address

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*Under the provisions of the Data Protection Act we may not lawfully pass any details we hold about you to a third party without your express consent. If you are selected to serve as a magistrate, may we pass your details to the Magistrates' Association to enable them to send you information about the Association and to enable them to contact you about training? Your details will **not** be passed to any other organisation.*

I agree to details of my name, address, date of birth and bench being passed to the Magistrates' Association if I am appointed as a magistrate.

Yes  No\*

\* If you tick **no**, your details will not be disclosed.

### RETURNING THIS FORM

Please return your completed form to your local Advisory Committee. Your local Committee can be found in the list of Advisory Committees and Magistrates' Courts enclosed in the application pack or available on the website at: [www.direct.gov.uk/magistrates](http://www.direct.gov.uk/magistrates). Please either email the form or send a high quality printed version of it by post – do not return a photocopy of the form.

