

**ASSESSMENT OF CANDIDATE FOR THE APPOINTMENT OF  
JUSTICE OF THE PEACE**

**Please return by: 20 November 2009**

*Please complete this form in type or, if hand-written, in block capitals. (To complete the form electronically use the F11 key to navigate the sections and highlight the grey boxes for over-typing. Any grey boxes that are incomplete will not be reproduced when printed).*

**Your name:**

**The Applicant's name:**

**NOTES FOR REFEREES**

**Completing this Reference Form**

If you wish to complete this form electronically, you may download it from our website at [www.jpScotland.gov.uk](http://www.jpScotland.gov.uk). Please use the F11 key to highlight the grey boxes for over-typing. Any boxes which are incomplete will not be reproduced when the form is printed. If the space provided in each section is insufficient, please continue on a separate A4 sheet.

**Criteria for appointment as a Justice of the Peace**

In assessing candidates' suitability for this appointment, the Justice of the Peace Advisory Committee (JPAC) for the respective sheriffdom which is chaired by the Sheriff Principal will take into account the information in candidates' application forms and the assessments provided by their nominated referees. The JPAC will also assess candidates against the required personal qualities for a Justice of the Peace. A list of those personal qualities is at page 2 of this document. **Your assessment of the applicant should always be with regard to the criteria set out at page 2.**

## **Criteria for appointment as a Justice of the Peace**

Successful candidates will have the following personal qualities:

### **Capacity for Fairness**

- Respect for and understanding of the needs of the diverse range of the population of Scotland
- Ability to recognise and set aside personal prejudice and challenge prejudice in others
- Ability to understand and explain different points of view ensuring all who have a right to be heard are heard
- Commitment to ensuring equality of treatment

### **Sound Judgement**

- Ability to think logically, weigh arguments, and reach objective and impartial decisions
- Ability to understand complex documents and identify relevant facts
- Ability to distinguish between relevant and irrelevant material
- Ability to follow arguments without prejudging the merits of these
- Ability to make decisions in accordance with rules or procedures while taking account of individual circumstances

### **Communication**

- Ability to listen, sometimes for long periods
- Ability to communicate effectively both orally and in writing
- Ability to explain the reasoning for a decision
- Ability to question effectively and clarify appropriately
- Willingness to seek, listen to and take advice

### **Management of Self and Others**

- Sufficient self-awareness to be able to assess impact of your own behaviour on others and to modify that behaviour
- Ability to manage a workload in a business-like manner while demonstrating sound judgement
- Open to different viewpoints and value contributions which others make
- Understanding and ability to articulate the differing views and needs of others
- Resilience and ability to handle stress

In assessing these qualities the JPAC will have regard to the information provided by candidates in their applications, the reports from referees where requested and the performance of individuals at interview.



**Honesty.** *Have you ever had cause to doubt this person's honesty? Is he/she discreet (can they be completely trusted with confidential information, for example)?*

**Communications.** *Is he/she able to communicate clearly and effectively with everyone? Is he/she able to understand reasonably complex written documents (the language of the Courts is English)?*

**Ability to work with others.** *Can this person work well and harmoniously in a team?*

**Do you have any reservations about the applicant's suitability for appointment as a Justice of the Peace?**

Based on your knowledge of the candidate, and bearing in mind the specific personal qualities being sought in a Justice of the Peace and described on page 2 [capacity for fairness, sound judgement, ability to communicate, and ability to manage him/herself and others], please comment on particular strengths or contribution that she/he could bring the role of Justice of the Peace. Specific examples where he or she has displayed these qualities we are looking for would be especially useful to the Committee.

[Empty box for providing comments]

**Under the terms of the Data Protection Act 1998, I agree that the information provided in this reference may be shared and processed for the purposes of appointment to Justice of the Peace by the Justice of the Peace Advisory Committees.**

**Signed:** .....

**Date:** .....

**Data Protection Statement:**

Please note that the information provided by you will be held in accordance with the provisions of the Data Protection Act 1998. We shall comply with the provisions of the Act when processing the personal information provided by you on this form. We will not use the personal information provided by you for any other purpose than that set out above.