

EMPLOYMENT APPLICATION FORM

**Position applied for:** Legal Officer (Solicitor)

Thank you for your interest in the post we are currently recruiting for. Please complete this form and return it to [recruitment@cypcs.org.uk](mailto:recruitment@cypcs.org.uk)

**Applications will only be accepted on this form and CVs will not be considered.** These must be submitted by midnight on the 27th August 2025.

If you are completing this application form by hand, please use black or dark ink to ensure that we can photocopy it. Please send all handwritten applications to:

Nick Hobbs

Head of Legal

Children and Young People’s Commissioner, Scotland

Bridgeside House

99 McDonald Road

Edinburgh

EH7 4NS

Please contact us if you need the application form in an alternative format.

You should note that you are not required to complete the Equal Opportunities Monitoring Form. However, if you do, it should be returned **unattached** to the rest of the application form if sending it by post and will be kept separate on receipt if you are sending your application by email. Your answers to the Equal Opportunities Monitoring Form will have no bearing on your application or on the treatment of you throughout the recruitment process.

The Children and Young People’s Commissioner, Scotland operate a guaranteed interview scheme for those who indicate they are care experienced or live with a disability. This information is also optional.

Please note that the Office will process data relating to your application for a variety of purposes and that this may include special category data relating to you. We will only process this data where we have a lawful basis for doing so. For further information please read our privacy notice at the end of this pack.

**Personal Details**

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| --- | --- | --- | --- | --- | --- |
| **First name(s):** | |  | | **Last name:** | |
|  |  | |  | |  |
| **Address:** | | |  | | **Telephone**: |
| **Email:** |

**Guaranteed interview scheme**

*(Candidates with a disability or who are care experienced and satisfy the essential basic criteria for the post will be invited for interview). The following information can be submitted if you wish to be considered under this scheme.*

Disability (optional):

Disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. Do you consider yourself to be disabled?

Please delete as appropriate **Yes/No**

Care experience (optional):

We consider you to be care experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care or have been looked after at home on a compulsory order).

Do you consider yourself to be care experienced?

Please delete as appropriate **Yes/No**

|  |  |
| --- | --- |
| **Employment History** | |
| Please give details of your past employment, including your present or most recent employer | |
| Present or last employer |  |
| Position held |  |
| Date employment started |  |
| Date employment ended |  |
|  | |
| Previous employer |  |
| Position held |  |
| Date employment started |  |
| Date employment ended |  |
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| **Essential Criteria** |
| The Job Description for the role you are applying for lists a number of essential and desirable requirements. Please detail below for each element how you satisfy these requirements by providing evidence based on your experience. |

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| **Essential Criteria: Qualifications and Experience** | |
| Hold or be eligible to immediately apply for a valid Practising Certificate as a solicitor |  |
| Sufficient satisfactory relevant post-qualification experience as a solicitor or advocate in a relevant area of law |  |
| Evidence of conducting high gravity litigation including at least one of the following:   * *providing public law advice and instructing judicial reviews,* * *instructing cases in the Court of Session and/or Edinburgh agency work,* * *conducting complex child law proofs and appeals.* |  |
| **Essential Criteria: Knowledge and Skills** | |
| The capacity to undertake high volumes of work, prioritise efficiently and deliver to strict deadlines within a legal field. |  |
| Sound judgement and decision-making skills. |  |
| An excellent ability to develop, manage and maintain internal and external stakeholder relationships. |  |
| Experience in the use of appropriate technology e.g. electronic case management systems and other IT tools and suites such as Microsoft 365. |  |
| **Essential Criteria: Values, Ethics and Integrity** | |
| Commitment to a rights-based approach to work, and in particular to the meaningful participation of children and young people. |  |
| Commitment to maintaining the highest standards of professionalism, trustworthiness and integrity. |  |
| Commitment to an open-minded approach to collaborative working in a team. |  |
| **Desirable Criteria** | |
| Extended rights of audience |  |
| Experience of public law |  |
| Experience of undertaking strategic litigation |  |
| Experience of carrying out formal investigations and/or inquiries |  |
| A broader understanding of international law as it affects children and young people |  |
| Experience of working with the office’s key stakeholders including the Scottish Parliament, Scottish Government, international organisations, or civil society |  |
| Experience of working with children and young people |  |
| Knowledge, understanding and/or experience of the office’s work |  |
| **Additional question:** | |
| Please tell us briefly why you are applying for this job |  |

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| **References** | |
| Please provide details of two references who will be able to comment on your professional capacity. The first MUST be your current or most recent line manager. References will normally be sought when a job offer is made. By signing this application, you authorise the Commissioner or a member of their Senior Management Team to contact your references should a job offer be made. | |
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*Please note that successful candidates will be required to complete a PVG through Disclosure Scotland and will not be able to take up their post until clearance has been received.*

***DECLARATION***

*I declare that information given in this form is complete and accurate.*

*Signature*

*Date*