

## Application Form for Disclosure Panel

### Section 1: Personal Information

Last Name:

First Name & Middle Name(s):

Bar Number (5 digits):

*Enter 'S' if you are a solicitor-advocate*

### Section 2: Current Chambers please provide correspondence address only

Name of Chambers:

Work Address:

Postcode:

E-mail Address (CJSM preferred):

### Section 2a: Sole Practitioners

Correspondence Address:

Postcode:

E-mail Address (CJSM preferred):

### Section 3: Pre-Qualification Questionnaire – applicants should answer all questions

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| 1. Independent Practitioners must hold Indemnity Insurance of £500,000   | Yes | No |
| 2. Independent Practitioners must have 3 years PQE   | Yes | No |
| 3. Have you ever been convicted, cautioned or reprimanded for a criminal offence in the United Kingdom or abroad, or by any court martial? | Yes | No |
| 4. Have you ever been the subject of police, HMRC or Serious Fraud Office enquiries relating to fraud?                                     | Yes | No |
| 5. Have you been the subject of disciplinary proceedings or enquiry by your professional body or other regulatory body?                    | Yes | No |
| 6. Have you been the subject of civil proceedings for negligence or breach of trust?   | Yes | No |

7. Have you ever been formally removed from the SFO or other government organisation or had instructions withdrawn by any government organisations? Yes No

If you answer yes to questions 3 to 6 above is yes, please provide full details and dates below:

### Explanatory Notes

The SFO reserves the right not to accept or further consider applications where, in the view of the SFO or other criminal justice participants they would not have adequate confidence in the applicant's judgement or integrity if the applicant was appointed to the Panel, based on the answers to the pre-qualification questions or resulting enquiries. There is no right of appeal against such a decision.

In this respect the SFO will assess the level of confidence likely to be held in the applicant by;

- victims and witnesses
- the general public
- SFO
- courts
- other practitioners, and
- the police

In assessing public confidence, the degree of media interest and notoriety arising from any incident or behaviour listed in the pre-qualification questionnaire will be taken into account.

In respect of the pre-qualification issues, including unresolved allegations, all factors will be considered including:

- nature and seriousness of the allegations;
- the age of the allegations;
- individual's age at time of allegation;
- circumstances of victims;
- level of sentence or potential sentence, and
- appeal procedures.

If the application is accepted and proceeds to a full assessment, the answers to pre-qualification questions will play no part in the assessment of the application.

**Section 4: Professional Qualifications**

Year of Call or Admission:

Dates of Bar/Law Society examinations:

Grades of Bar/Law Society examinations:

**Section 5: Degree & Post-Graduate Qualifications**

Date of Completion:	Institution:	Course/Subject:	Results (Inc. Grades):
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## Section 6: Examples of your Work

All information you provide in this section will be treated in confidence. Any sensitive information may be anonymised.

### Section 6a: Disclosure and/or LPP

Please refer to the Selection Criteria document specific to the Disclosure Panel to ensure that you provide evidence of meeting all of the requirements specified. Please explain how you meet the criteria in relation to Disclosure and/or LPP.

**Maximum of 500 words (bullet points are acceptable).**

### PII (Desirable)

Please refer to the Selection Criteria document specific to your panel to ensure that you provide evidence of meeting all of the requirements specified. Please explain how you meet the criteria in relation to PII.

**Maximum of 500 words (bullet points are acceptable).**

### Section 6b: Other Relevant Knowledge, Skills and Experience

Please refer to the Selection Criteria document specific to your panel to ensure that you provide evidence of meeting all of the requirements specified. In relation to other relevant knowledge, skills and experience, please provide details below. Please explain which of the criteria under this requirement you fulfil.

**Maximum of 500 words (bullet points are acceptable).**

**Section 6c: Practice Overview**

Please provide an overview of your practice, listing cases for which you have acted as counsel in the last 2 years, stating in what capacity, i.e. lead or junior. Please supply a summary of your practice rather than a diary print out.

**Maximum of 500 words (bullet points are acceptable).**

**Section 6d: Additional Information**

Please use the space below to mention anything else in support of your application.

**Maximum of 500 words (bullet points are acceptable).**

## Section 7: Referees

Please provide two referees, you should select these carefully e.g. judicial referee or instructing solicitor. Please note we will not accept references from your head of chambers.

### Section 7: Referee - 1

Name:	
Job Title/Position:	
Address:	
Town/City:	
Postcode:	
Email Address:	
Telephone No.:	

### Section 7: Referee - 2

Name:	
Job Title/Position:	
Address:	
Town/City:	
Postcode:	
Email Address:	
Telephone No.:	

## Section 8: Declaration

Please ensure that you select a suitable referee.

*I declare that the information contained in this form is true and complete. The drafting and examples provided are my own. If any statement is found to be false or misleading, or if I have withheld relevant information, or copied the work of others, then my application may be disqualified or I may be removed from the Panel.*

*I confirm that I have read, and will work in accordance with, the Counsel Panel Members' Commitment.*

*(Please tick the box to accept)*

Name:

Date: