

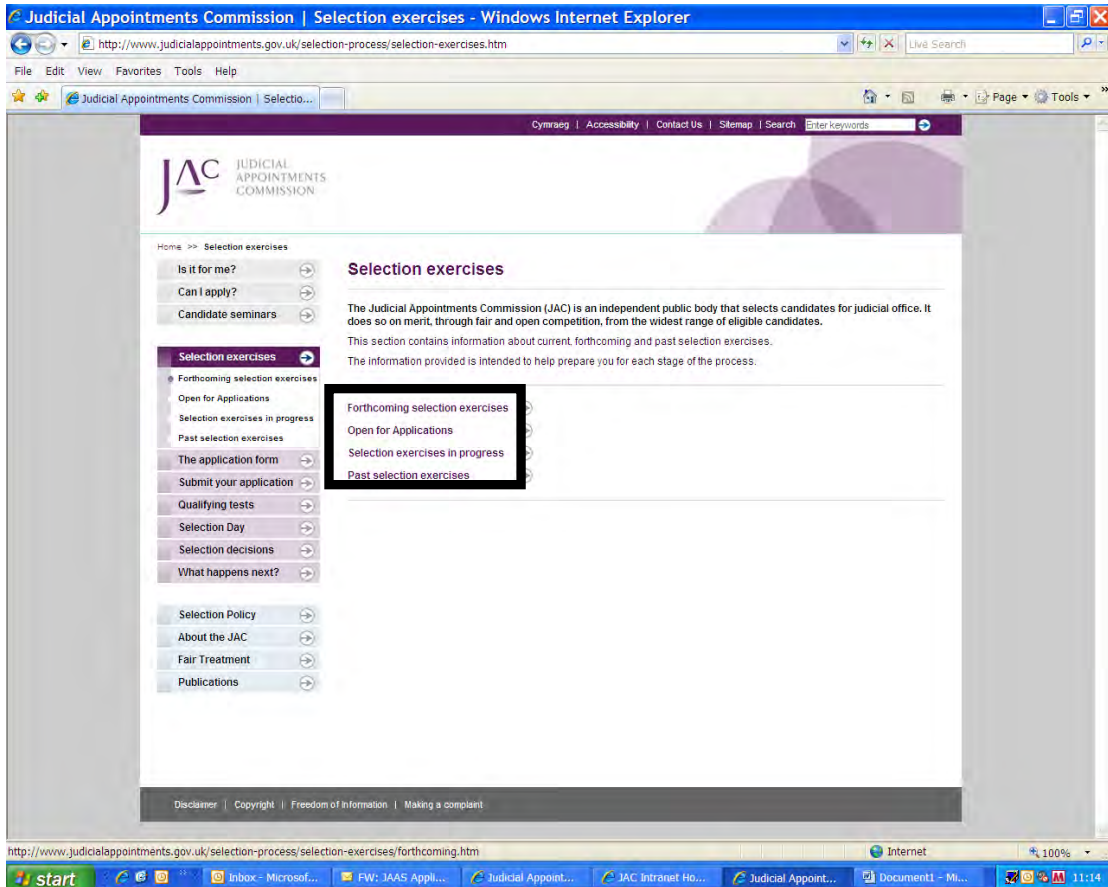
Frequently asked questions (FAQ's)

How do I download an application form to complete?

From the Judicial appointments Commission website click on the selection exercises button which is highlighted below



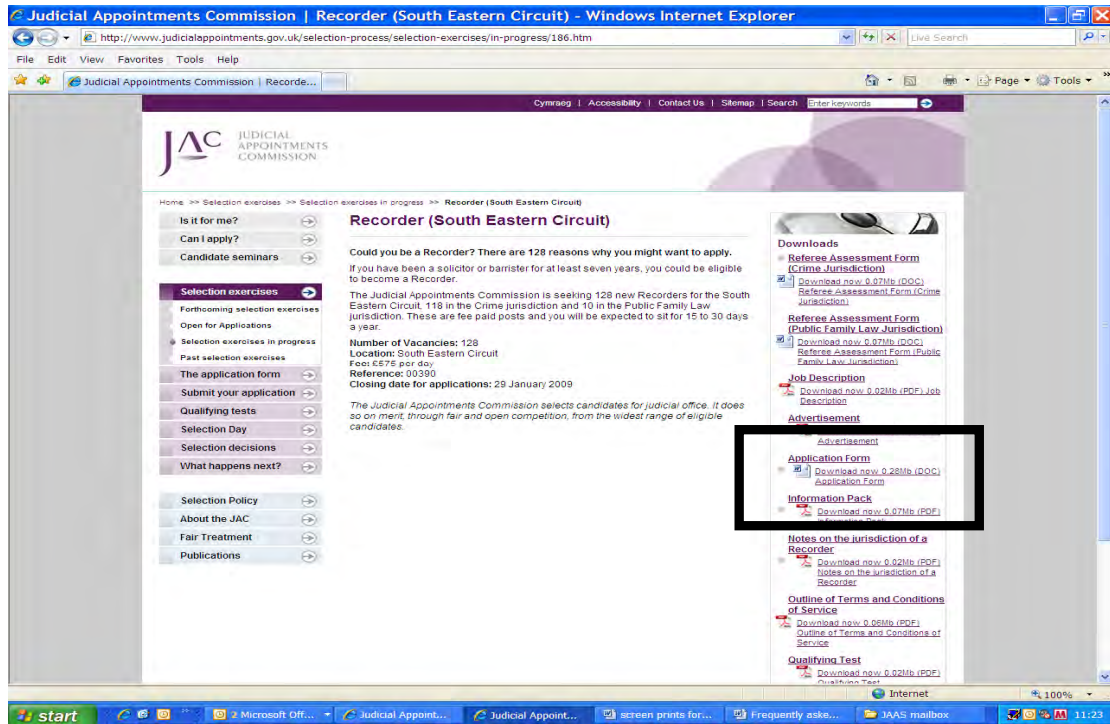
Click on Selection exercises and then select open for applications.



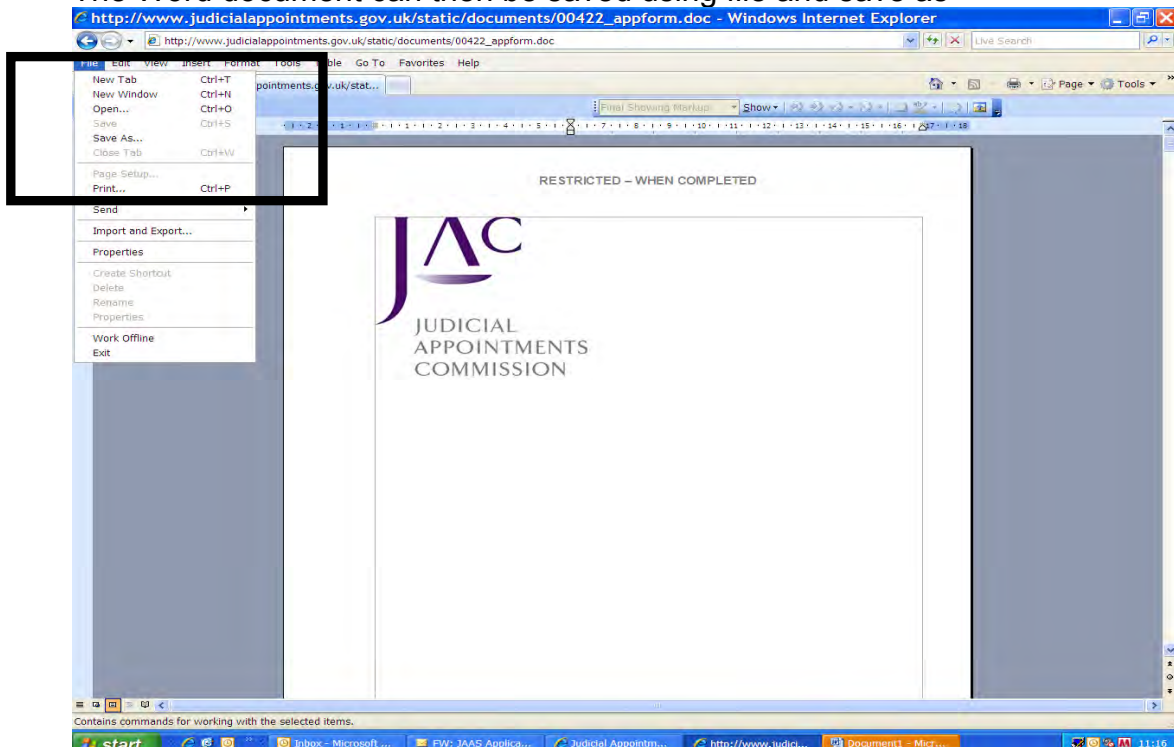
Now select the exercise that you would like to apply for.



Finally click on the application form button which will open the relevant application form in Microsoft Word.



The Word document can then be saved using file and save as

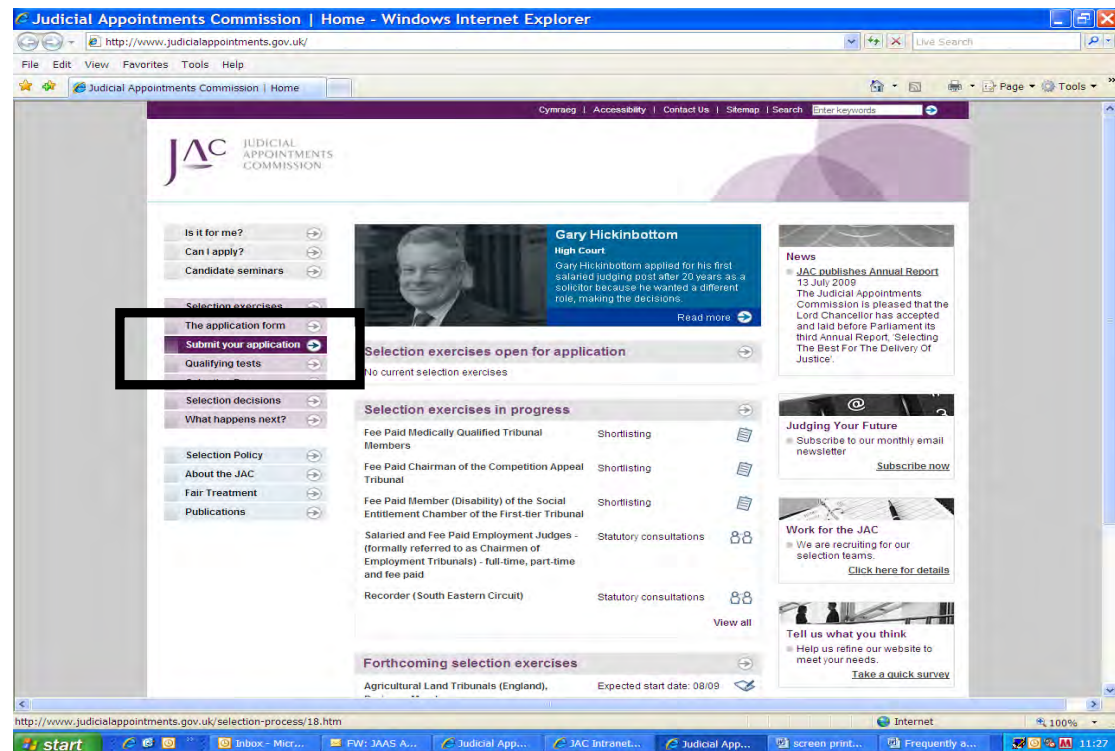


Where should I save the application form?

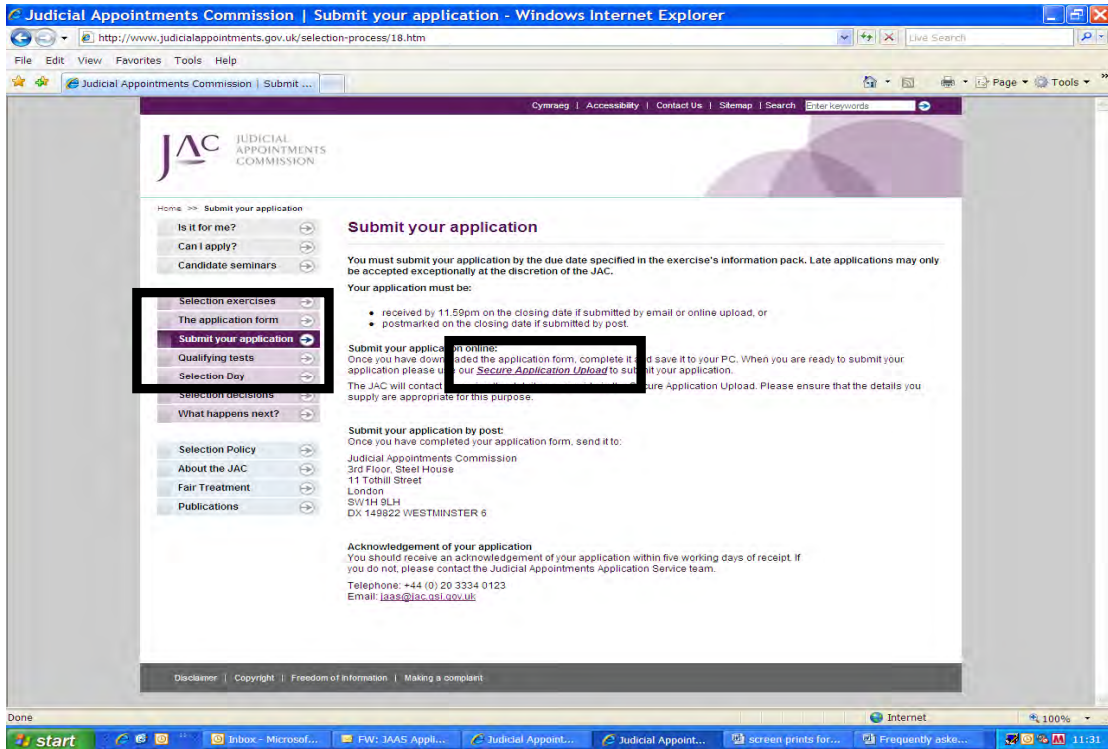
It is advisable to save your application form to a location that you will easily be able to retrieve it when you need to work on it or upload it. A location such as My Documents is recommended.

How do I submit my application form?

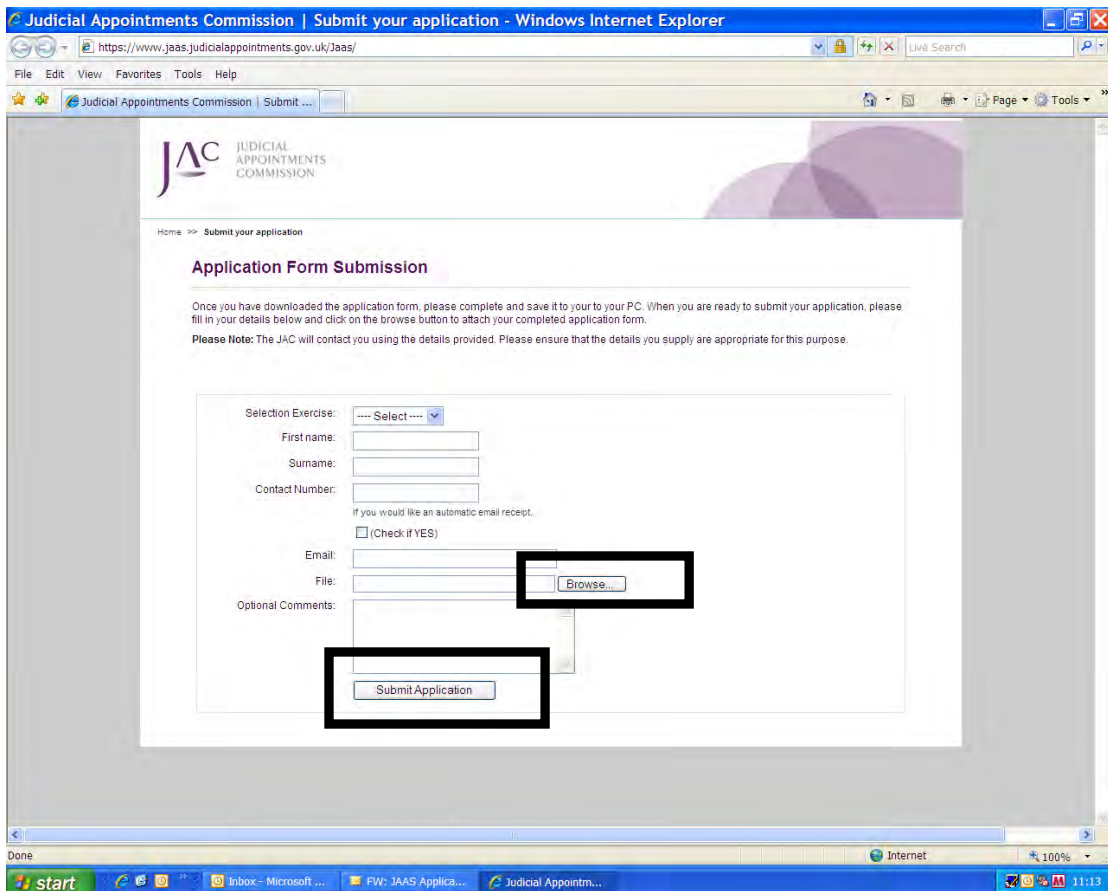
From the JAC website, select Submit your application.



Click on the link to the secure application upload



Complete the application form submission and attach your saved Word application form by clicking browse and finally submit application.



Can I submit the application form via the post?

The JAC's preferred method for receiving applications is via our website, however should you wish to complete your application form by hand and post it, the JAC will accept your application.

How do I know if my application form has been received by the JAC?

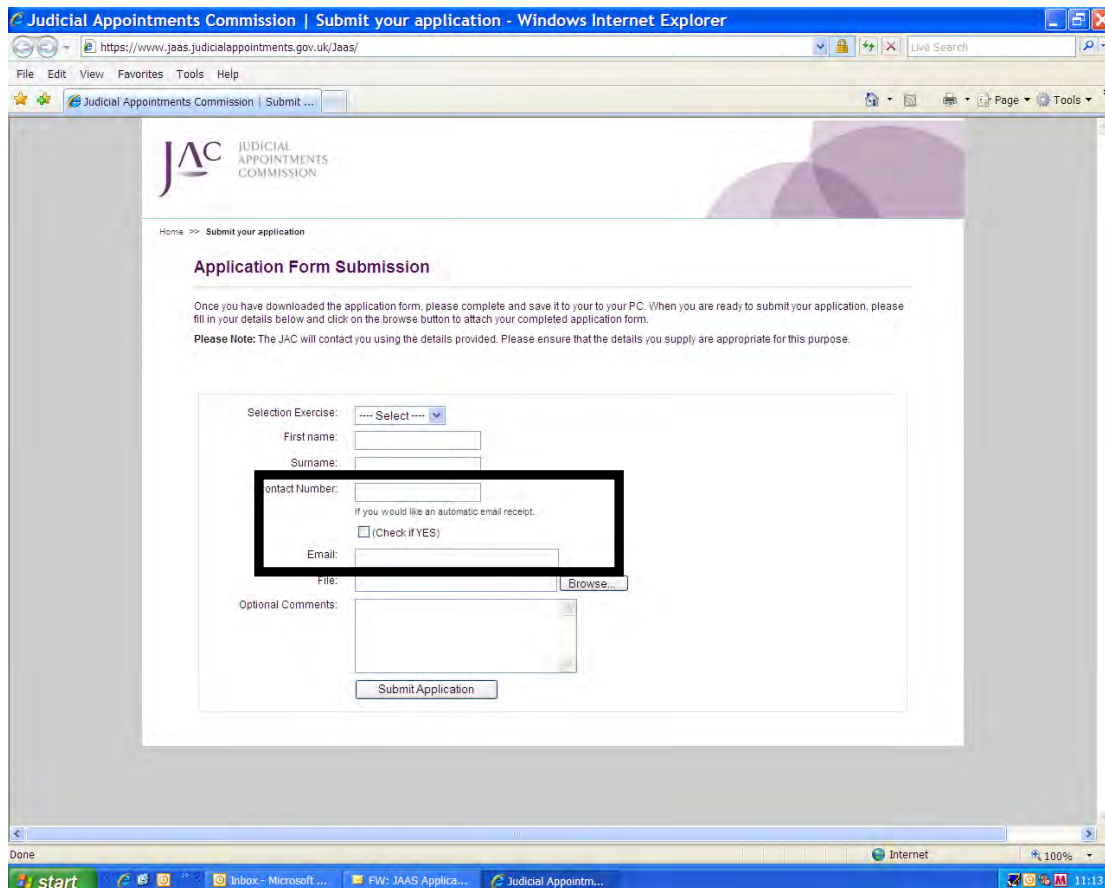
You will receive a pop up notification that your application has been received by the JAC

The screenshot displays a Windows Picture and Fax Viewer window with the title bar 'adminPdfDownload1.jpg - Windows Picture and Fax Viewer'. The main content is a PDF document from the Judicial Appointments Commission (JAC). The document title is 'Selection exercise'. It features a form with the following sections:

- Selection exercise name:** A text field containing 'XXXXX Selection Exercise Name'.
- Your details:** A section with four text fields: 'First name' (containing 'First name'), 'Last name' (containing 'Last name'), 'Contact number' (containing 'XXXX XXXX XXXX'), and 'Email address' (containing 'yourname@youremail.com').
- Papers submitted:** A section with two text fields: 'File submitted' (containing 'Application form.doc') and 'Notes' (empty).
- Date and time submitted:** A text field containing '4 Sep 2009 14:28:26 GMT'.

At the bottom of the document, contact information for the JAC is provided: 'Judicial Appointments Commission • 11 Tottal Street • London • SW1H 9LJ • E: post@jac.gov.uk • T: 020 334 0120'. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time '12:03'.

but if you would like an email confirmation in addition to this, please ensure that you enter your email address and tick the email request box as highlighted below.



If you do not want an email being sent, please do not complete the email address and tick box above. A notification will be displayed on your screen advising you that your application has been sent. A PDF version of the receipt will be available for you to download or print off for your records.

Who can I contact if I have any queries regarding my application or this exercise?

If you have a query regarding the submission of your application form, you can contact the Candidate Services Team on 020 3334 0123 or by emailing jaas@jac.gsi.gov.uk.

If you have a query regarding the exercise for example selection days or eligibility, please contact the relevant Selection Exercise team which will be detailed at the information pack.