**APPLICATION FORM AND GUIDELINES**

Please attempt to answer all the relevant questions; the information you provide in the application form is the only information that will be used in deciding whether or not you will be shortlisted for interview. You are encouraged to provide answers that are focussed and succinct, and give the necessary information to let the panel understand your personal contribution.

Your application form is very important and the guidelines to the questions are designed to help you to complete it as effectively as possible. There are four parts to the application form:

Part 1 – Personal Information

Part 2 – Current or Past Voluntary Commitments

Part 3 – Employment Details

Part 4 – Board Dimensions

Part 5 – Personal Statement

(Please note that CVs will not be accepted as alternative or supplementary information to a completed application form.)

Your form will be photocopied/scanned and then read by the panel. It is therefore important that it is legible. Please complete this form electronically or, if hand-written, in black ink**.**

**SUBMISSION OF COMPLETED APPLICATION FORM**

The application form deadline is 4pm, 23 August 2019 and completed forms may be returned as a hard copy or by email as follows:

* As a hard copy by post to: Graham Boyack, Director Scottish Mediation [Mark the envelope: Confidential – Trustee Application]
* Or by email to: graham.boyack@scottishmediation.org.uk [The subject of the email should read: Confidential – Trustee Application]

**ACKNOWLEDGEMENT OF APPLICATION**

All completed applications will be acknowledged. Please indicate here whether this should be done by email or post.

**by Email**

**by Post**

Unless otherwise advised we will use the postal address or email address in your Personal Information at Part A of this form.

**Section 1: PERSONAL DETAILS**

Please complete all the information requested below

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | |  | | |
| **Address** | |  | | |
| **Telephone Numbers** | | | | |
| **Home:** |  | | **Work:** |  |
| **Email** | |  | | |

**Section 2: CURRENT OR PAST VOLUNTARY COMMITTMENTS**

Please tell us of any current or past voluntary commitments that may be relevant to the role of A Trustee of Scottish Mediation

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Address** | **Role and Responsibilities** | **Dates Involved** |
|  |  |  |  |
|  |  |  |  |
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**Section 3: EMPLOYMENT DETAILS**

Please tell us of any current or past employment, starting with current or most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Address** | **Role and Responsibilities** | **Dates Involved** |
|  |  |  |  |
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**Section 4: KEY DIMENSIONS**

Scottish Mediation is keen to ensure a balance of dimensions on its’ Board and to assist in monitoring this has identified the areas below.

|  |  |
| --- | --- |
| **DIMENSIONS** | **POTENTIAL**  **TRUSTEES** |

|  |  |
| --- | --- |
|  | Please mark those that apply |
| Geographical Location |  |
| Central Belt |  |
| Other Scotland Urban |  |
| Other Scotland Rural |  |
| Areas of Expertise |  |
| Corporate Governance |  |
| General Management |  |
| Financial Management/ Accountancy |  |
| Business Planning/ Organisational Development |  |
| Fundraising |  |
| HR/Personnel |  |
| Law, Courts and Tribunals |  |
| Training Services |  |
| Quality Improvement |  |
| Customer Services |  |
| Marketing/ Public Relations |  |
| Mediation General |  |
| Community Mediation |  |
| Family Mediation |  |
| In House Mediation |  |
| Organisation Experience |  |
| Business/ Company |  |
| Professional Partnership |  |
| Government/ Statutory Bodies |  |
| Not for Profit Non-Executive |  |
| Not for Profit Executive |  |
| Education/Academic |  |
| Stakeholder Interest\*mediation party interests |  |

*\*Stakeholder Interest can be someone who represents the users of mediation services or who commissions mediation services for a public or private or voluntary sector organisation*

|  |
| --- |
| **Section 5 – PERSONAL STATEMENT** |

*Please explain why you have chosen to apply for this post and summarise the contribution you could make to SM in this role. You may wish to add to what has been stated elsewhere in the form and/or relate your experience, skills and qualifications to your interest in mediation and conflict resolution and your personal qualities and motivation for this post.*

|  |
| --- |
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