**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 A – Personal Information

Part B – Career History

Part C – Suitability – Self Assessment

Part D – Personal Statement

Part E – Equal Opportunities monitoring form

(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 deadline for applications is 12noon, 15th May 2017 and completed forms may be returned by email or as a hard copy as follows:

* By email to: admin@scottishmediation.org.uk [The subject of the email should read: Confidential – Job Application]
* Or as a hard copy by post to: Clare Jackson, Project Coordinator, Scottish Mediation, 18 York Place, Edinburgh, EH1 3EP. [Mark the envelope: Confidential –Job 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.

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| **PART A - PERSONAL INFORMATION** |
| FIRST NAME: LAST NAME: |
| POSTAL ADDRESS:  POSTCODE: |
| EMAIL ADDRESS: |
| TELEPHONE: DAYTIME  EVENING  MOBILE  *if you have a preferred number on which we can contact you, please check the box* |
| IF SUCCESSFUL, HOW SOON WOULD YOU BE ABLE TO START: |
| CHECK THE BOX IF YOU HOLD A CURRENT DRIVING LICENCE: |

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| CONTACT DETAILS FOR TWO REFEREES:  We will only contact referees if you are being considered for an employment offer. One of your referees should be your most recent employer but if you have been with that employer for less than a year you should also give the previous employer as a referee. | |
| NAME:  ADDRESS: | NAME:  ADDRESS: |
| TEL:  EMAIL: | TEL:  EMAIL: |

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| **PART A - DECLARATION** |
| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed that appointment may be revoked.  Signature Date  If the application is submitted electronically, applicants selected for interview will be asked to sign the application form at the interview. |

**Note: This page will be detached and not used for short-listing.**

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| **PART B – CAREER HISTORY** |

*In this part of the application we seek to get a picture of your career history. In addition to information on formal education and formal employment you are welcome to use the section on ‘Other Activities’ to describe roles that you consider relevant to the post.*

**EDUCATION**

GENERAL AND FURTHER EDUCATION

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| Date (s) | School/College/University etc Attended | Grades obtained |
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PROFESSIONAL TRAINING

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| --- | --- | --- |
| Date(s) | Professional training/CPD/courses attended | Qualifications |
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| **PART B – CAREER HISTORY (continued)** |

**EMPLOYMENT**

CURRENT EMPLOYMENT

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| JOB TITLE:  EMPLOYER:  DATE OF APPOINTMENT: CURRENT SALARY: |

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| DESCRIBE THE MAIN DUTIES OF YOUR CURRENT JOB AND HIGHLIGHT KEY ACHIEVEMENTS *(continue on a separate sheet if necessary)*: |

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| **PART B – CAREER HISTORY (continued)** |

PREVIOUS EMPLOYMENT

*Please include all paid and unpaid work – continue on a separate sheet if necessary.*

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| Dates | Employer | Job Title | Reason for leaving |
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OTHER ACTIVITIES

*If you have held any positions or engaged in any activities in the public, voluntary or community, which may be relevant to your application, please give details below****.***

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| Dates | Name of Organisation | Nature/Description of Activity or Appointment |
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| **PART C – SUITABILITY SELF ASSESSMENT** |

*In this part of the application we are asking you to demonstrate that you have the skills and knowledge that have been identified as being required for the Peer Mediation Coordinator role. Details of these, along with a note of the other criteria are described in the Peer Mediation Coordinator Job Specification in the Candidate Pack. In providing your answers, please draw on examples from your working life, your other activities with public, voluntary or community bodies and/or other areas of your personal life.*

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| **Suggested preparation** |
| * Take time to think about each criterion and your relevant experience. |
| * Describe how your actions/experiences demonstrate the criteria. |
| * Ensure you give specific examples for each criterion by describing **actual** events. |
| * Demonstrate your breadth of experience by using different examples if possible. |
| * Illustrate your personal role by describing what **YOU** did – use “I” not “we”. |
| * Give the outcome – what happened? |
| * Where knowledge is required, describe how you gained and/or used this knowledge. |
| * Do not feel restricted by the space available and if handwritten, use continuation sheets. |
| * Ensure your answers are as clear and succinct as possible. |
| * Be prepared to be invited to expand on your answers at interview. |

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| **C1 Development and Delivery of Training and Support**  Please provide an example which demonstrates your ability to coordinate and deliver training/support sessions.   * What was the situation and who was involved? * What skills did you deploy? * What was the training/support received? |
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| **PART C – SUITABILITY SELF ASSESSMENT (continued)** |

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| **Organisation of Large Scale Event**  Please provide two or more examples which demonstrate your ability to organise a large event.   * What was the event you were involved in organising? * What skills did you deploy and how did you manage the exercise? * What was your personal contribution to delivering the result? * What was the outcome? |
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| **Stakeholder Engagement and Relationship Development**  Please provide at least one example which demonstrates your ability to engage effectively with stakeholders and your experience of developing effective relationships.   * What was the situation and which engagement and relationship skills were involved? * What skills did you use to ensure effective engagement and stakeholder management? * What was the outcome? |
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| **PART C – SUITABILITY SELF ASSESSMENT (continued)** |

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| **Preparation of Materials**  Please provide at least one example which demonstrates your ability to produce project material and publicity.   * What materials were produced and what was your role in doing so? * What skills, knowledge and experience did you deploy? * How were the materials received and what impact did they have? |
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| **Project Management**  Please provide an example which demonstrates your ability to manage a project.   * What was the situation and who was involved? * What skills did you deploy and what financial reporting was involved? * What personal contribution did you make and how would you describe your personal style? * What outcomes were achieved and why were these relevant to the objective? |
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| **PART D – PERSONAL STATEMENT** |

*Please explain why you have chosen to apply for this post. 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 peer mediation and your personal qualities and motivation for this post.*

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