**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 12 noon Monday 7th September 2020 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.

|  |
| --- |
| **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: |

|  |  |
| --- | --- |
| 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: |

|  |
| --- |
| **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.**

|  |
| --- |
| **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

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

PROFESSIONAL TRAINING

|  |  |  |
| --- | --- | --- |
| Date(s) | Professional training/CPD/courses attended | Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |

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

**EMPLOYMENT**

CURRENT EMPLOYMENT

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

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

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

PREVIOUS EMPLOYMENT

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

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Job Title | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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****.***

|  |  |  |
| --- | --- | --- |
| Dates | Name of Organisation | Nature/Description of Activity or Appointment |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PART C – 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.* |

|  |
| --- |
| **PART D – 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 Project Officer role. Details of these, along with a note of the other criteria are described in the Project Officer Job Specification. 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.*

|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| **C1 Mediation Practice Excellence**  Please provide an example which demonstrates your ability to deliver and support the development of professional standards.   * What was the situation and what was your focus? * How did you engage with the professionals you were working with? * What did you learn from the work you did? | |
|  | |
| **PART C – SUITABILITY SELF ASSESSMENT (continued)** |

|  |
| --- |
| **Training and CPD**  Please provide examples which demonstrate your ability to develop and commission training.   * Tell us about training you have developed and commissioned? * How did you evaluate that training? |
|  |

|  |
| --- |
| **Project Support and Development**  Please provide at least one example which demonstrates your ability to either lead or support a major project.   * What was the situation and what project management skills were involved? * How did you monitor the project and assess the outcomes? * What personal contribution did you make and how would you describe your personal style? |
|  |

|  |
| --- |
| **PART C – SUITABILITY SELF ASSESSMENT (continued)** |

|  |
| --- |
| **Mediation Awareness**  Help us to understand your awareness of mediation in your answers to the following questions.   * What do you think prevents a wider use of mediation? * What could be done to encourage its wider use? |
|  |