

APPLICATION FORM AND GUIDANCE

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

Please note: In addition, a current CV will also be required to support your application

SUBMISSION OF COMPLETED APPLICATION FORM

The application deadline is 12noon, Monday 17 August 2026 completed forms should be returned by email to: admin@scottishmediation.org.uk [The subject of the email should read: Confidential – Job Application – Ref 02/26]

ACKNOWLEDGEMENT OF APPLICATION

All completed applications will be acknowledged by a standard reply email explaining that your application has been received.

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. I declare that I have the right to work in the UK.

Signature

Date

*Electronic Signature is acceptable.***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 – **please state the 2 most recent attainments**

Date (s)	School/College/University etc Attended	Grades/Qualifications obtained
(1)		
(2)		

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 or provided your CV covers your full employment history, list the last 3 employment engagements below.

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 – 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 Executive Director role. Details of these, along with a note of the other criteria are described in the role description. In providing your answers, please draw on examples from your working life, your other activities with private, 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 clear and succinct as possible.
- Be prepared to be invited to expand on your answers at interview.

C1 Leadership and Management

Please provide two or more examples which demonstrate your ability to work with others in an enterprise or project giving strategic leadership and managing it to an outcome. (At least one of the examples should demonstrate your ability to lead a staff team.)

- What was the situation and who was involved?
- What skills did you deploy?
- What was your personal contribution in providing leadership and management?
- What was the outcome?

PART C – SUITABILITY SELF ASSESSMENT (continued)

Delivery

Please provide two or more examples which demonstrate your ability to deliver results against challenging goals.

- What was the situation, the challenging goals and the results required?
- What skills did you deploy and how did you manage the exercise?
- What was your personal contribution delivering the result?
- What was the outcome?

Funding

Please provide at least one example which demonstrates your ability to provide financial planning and management of a project or enterprise and at least one example which demonstrates your experience of income generation.

- What was the situation and what funding/financial management was involved?
- What skills did you deploy and what financial reporting was involved?
- What was your personal contribution in securing funds and delivering the financial outcome?
- What was the outcome?

PART C – SUITABILITY SELF ASSESSMENT (continued)

Governance

Please provide at least one example which demonstrates your knowledge of corporate governance and experience of the duties and responsibilities for good governance.

- What was the organisation and what was your role in it?
- What skills, knowledge and experience did you deploy?
- What was your personal contribution to good governance?
- What were the challenges of good governance and/or risk management?

Communications and Networking

Please provide an example which demonstrates your ability to use communications and/or networking skills to develop support for a policy, a project or an enterprise.

- What was the situation and who was involved?
- What skills (written, oral, presentational, networking, etc) did you deploy?
- 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?