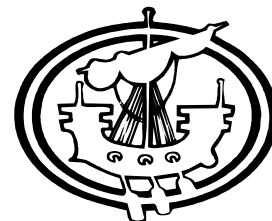




# Children's Hearings Scotland



**CONFIDENTIAL**

## APPLICATION FOR MEMBERSHIP OF WESTERN ISLES CHILDREN'S PANEL

Please complete this form in black ink and block letters or typescript and return it to the Clerk to the Children's Panel Advisory Committee (CPAC) in the stamped addressed envelope provided. The closing date for applications is 9 October 2009

PERSONAL DETAILS		
TITLE	FORENAME(S)	SURNAME
MALE/FEMALE	DATE OF BIRTH	
PERMANENT ADDRESS (including postcode)	CONTACT DETAILS	
	Home Tel. No.	
	Business Tel. No.	
	Mobile Tel. No.	
	E-mail	

EMPLOYMENT DETAILS	
Please tick the box that most accurately describes your current occupation or status. If retired or seeking work, please state previous occupation.	
Are you:	
Employed Full-time <input type="checkbox"/>	Retired <input type="checkbox"/>
Employed Part-time <input type="checkbox"/>	At home parent/carer <input type="checkbox"/>
Self-employed <input type="checkbox"/>	Student <input type="checkbox"/>
Jobseeker <input type="checkbox"/>	
State current occupation or, if none, previous occupation (if any).	Name of employer and work address.
Current.....	
Previous.....	

For official use only by CPAC		
Disclosure Scotland	Reference Requested	Reference Received
YES	1	1
NO	2	2

## RIGHT TO WORK IN THE UK

Only individuals who have a right to work in the United Kingdom are eligible for public appointments, including membership of the children's panel. If there is any doubt regarding your status, we may need to check your details with other agencies.

Are you eligible to work in the United Kingdom? YES  NO

## TIME OFF WORK

Under Section 50 of the Employment Rights Act 1996, an employer shall, with certain exceptions, permit an employee who is a member of a children's panel to take reasonable time off for the purpose of attending hearings.

Have you discussed time off with your employer? YES  NO

NOT APPLICABLE

(You may find it helpful to pass on to your employer the *Information for Employers* leaflet contained in your information pack.)

## CONFLICTS OF INTEREST

Some people are likely to be excluded from membership of the children's panel because of potential conflicts of interest. Examples include: police officers and special constables; justices of the peace who serve in the District Court; social workers working with children and families in Western Isles; foster carers looking after children from Western Isles; individuals who are involved in referrals to hearings; parents of children who are presently the subject of a supervision requirement.

Are you aware of any possible conflict of interest which might arise, should you be appointed, either personally in relation to your employment or in connection with any individuals or organisations?

YES  NO

IF YES, please provide details:

## CONNECTIONS WITH WESTERN ISLES

How many years have you worked and/or lived in Western Isles? How well do you know the area?

**CRIMINAL CONVICTIONS**

A The Protection of Children (Scotland) Act 2003 (as amended) makes it an offence to apply to become a member of the children’s panel if your name is included on the list of those disqualified from working with children under the terms of the Act.

**I confirm I am not on the list of those disqualified from working with children under the Protection of Children (Scotland) Act 2003 (as amended).**

**Signature..... Date.....**

B All applicants for panel membership will undergo an Enhanced Disclosure check by Disclosure Scotland. The Disclosure will detail all previous convictions (and cautions) held on central records, both spent and unspent. It may also contain non-conviction information that a Chief Officer chooses to disclose because he/she feels it is relevant to children’s panel membership.

You **must** provide all information on criminal convictions regardless of where or when the offence was committed. This covers the following:

- (i) Panel member appointments fall within The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). Offences ‘spent’ under the Rehabilitation of Offenders Act 1974 may be identified by Disclosure checks and you should, therefore, declare them;
- (ii) Offences committed outside Scotland or while in the armed forces;
- (iii) Motoring offences;
- (iv) Cautions.

**Policy on recruitment of ex-offenders:**  
**Scottish Ministers - and Children’s Panel Advisory Committees on their behalf - will consider an applicant’s suitability for panel membership as a whole in light of all of the information available. We undertake to treat all applicants fairly and not to discriminate against the subject of a Disclosure on the basis of conviction or other information revealed. Consequently, previous convictions will not necessarily prevent you from becoming a panel member.**

Have you ever been convicted of an offence? (Tick one box) YES  NO

Do you have a court appearance pending? Tick one box) YES  NO

If you have answered YES to either of the above, please supply details

below:

Date	Court	Offence	Sentence/ Disposal

Please continue on a separate sheet if necessary.

### PANEL MEMBERSHIP

Have you applied before for membership or been a member of a children's panel? YES  NO

Have you also applied to become a member of a children's panel in another area this year? YES  NO

If you have answered YES to either of the above, please give details:

### AVAILABILITY FOR TRAINING

Panel members have to undertake training as well as attend panel meetings and children's hearings. Details of the pre-service training course are listed on a separate sheet in your information pack. Your appointment is subject to satisfactory completion of training.

If appointed, will you be able to attend these training dates?

YES  NO

If a particular date is problematic it may be possible to offer an alternative and this can be discussed at interview.

Which date is unsuitable?

### AVAILABILITY FOR HEARINGS

Children's hearings are mostly held during the day and occasionally in the evening. The hearings rota is made up some weeks in advance and the expectation regarding your availability for hearings is detailed on a separate sheet in your information pack.

***Please indicate your availability on the attached form.***

### **EQUAL OPPORTUNITIES**

Appointments to children's panels are made by Scottish Ministers, who value diversity and welcome applications from all sections of the community. Children's hearings, training sessions and meetings are held in a variety of locations. If you feel you may require any reasonable adjustments to enable you to attend for interview or to undertake your duties as a children's panel member, please provide details in order to allow us to make arrangements.

**What adjustments do you require?**

### **BACKGROUND INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Why do you want to join the children's panel?**

Please provide as much information as possible that you feel is relevant to your application. Please explain what qualities and experience you have and why you want to be considered for panel membership. For example, this may include:-

- à ability to relate to children, young people and their families;
- à work related/voluntary/community activities;
- à spare time activities.

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Please continue on a separate sheet if necessary

<b>REFERENCES</b>		
Please give the names and addresses of two persons to whom you are well known personally (normally for at least 2 years) and who will provide a reference as to your suitability to carry out the duties of a panel member. <b>These persons should not be a partner or related to you.</b>		
NAME	FIRST REFEREE	SECOND REFEREE
ADDRESS		
OCCUPATION		
HOW LONG KNOWN TO YOU?		

<b>ADVERTISING</b>
Please indicate where you first heard about this year's recruitment campaign – <i>please state which newspaper or radio station if known.</i>

<b>RADIO</b>	(Which station?)
<b>TELEVISION</b>	(Which programme?)
<b>NEWSPAPER</b>	(Which publication?)
<b>OTHER SOURCE</b>	(Please specify)

## DECLARATION

The Data Protection Act 1998 requires the CPAC to inform you that this form, when completed, will include information about you which can be designated "personal data" under the Act. The CPAC will process and may share the data for the purposes of recruitment only. The CPAC may disclose this data to Scottish Ministers and the Scottish Government for the purposes for which it is collected. As a "data subject" under the Act, you have a right to ask for a copy of any personal data held regarding you and to ask for any inaccurate data to be corrected.

Please ensure you sign and date this statement, otherwise your application cannot be processed.

**I declare that the information provided is, to the best of my knowledge, correct and I consent to it being used and verified for the purposes set out above. I understand that if it is subsequently discovered that any statement is false or misleading or I have withheld relevant information, my application may be disqualified. I also consent to any subsequent information provided by Disclosure Scotland being shared with the Scottish Government for the purpose for which it is collected.**

Signed .....

Date.....

Please now ensure you have completed all sections of this form and return it to the Clerk to the CPAC at the following address:

Shona Paton, Clerk to the CPAC, Comhairle nan Eilean Siar, Council Offices, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW

Tel: 01851 709401

Email: shona.paton@cne-siar.gov.uk

## CHILDREN'S PANEL ETHNIC MONITORING

Please tick the box that best describes your ethnic origin or descent: -

- WHITE
- 01  Scottish  
02  Other British  
03  Irish  
04  any other white background  
(please specify) .....
- MIXED
- 05  any mixed background  
(please specify) .....
- BLACK
- 11  of Caribbean origin  
12  of African origin  
13  other (please specify)  
.....
- ASIAN
- 21  of Indian origin  
22  of Pakistani origin  
23  of Bangladeshi origin  
24  of East African origin  
25  of Chinese origin  
26  other (please specify)  
.....
- Do you belong to  
an ethnic group  
not listed above? 31  (please specify) .....

### Declaration and Data Protection Statement

I agree that the Scottish Government may process the information provided on this form for the sole purpose of gathering statistics on the ethnic composition of children's panels.

I understand that the Scottish Government will process the information provided on this form for the sole purpose stated above and that it will not form any part of the membership selection process. I also understand that any statistical information published in the future that is based on information gathered from this form will not identify any individuals. (In accordance with the requirements of the Data Protection Act 1998, a question seeking your consent to the publication of this information is included in the application form.)

Signature: