

|  |  |
| --- | --- |
|

|  |
| --- |
|  **BACP House****15 St John’s Business Park****Lutterworth****Leicestershire****LE17 4HB**  |

 |

**CONTRACT FOR SERVICE - APPLICATION FORM**

**PANEL MEMBER**

On completion, please email this form to contracting@bacp.co.uk

|  |
| --- |
| * **Please complete all sections of the application form in black ink, or type.**
* **Please DO NOT attach your CV.**
* **All information will be treated in the strictest confidence.**
 |

|  |  |
| --- | --- |
| **Post Applied for:**  | **For office use only:**Applicant No.  |
| **Where did you see this vacancy:** | BACP website |  |
| *Please assist with marketing to confirm how you learnt about the contract for service role.* | Other external website:(please state) |  |
| Therapy Today Journal: |  |
| External Publication(please state) |  |
| Word of mouth:(please state) |  |
| Other: (please state) |  |
| **PERSONAL DETAILS** |
| Surname: | First Names: |
| Address: | Telephone No: (Home) |
|  | Telephone No: (Work) |
|  | Mobile No: |
| Postcode: | E Mail: |
|  |
| **ENTITLEMENT TO WORK IN UK** |
| **Are you a British citizen? Yes / No****Do you require a visa to work in this country? Yes / No***If successful in being short listed for interview, evidence of your status may be requested.* |
| **YOUR REGISTRATION** |
| **Are you currently a registrant/member of BACP? Yes / No****If yes, please state your BACP registration/membership number*:*** |
| **CONFLICTS OF INTEREST AND OTHER MATERIAL INFORMATION** |
| **In Confidence**The role carried out by Panel Members is an important one exercised in the interest of public protection. Matters or incidents in a person’s life which previously attracted no attention could become matters of legitimate public interest when the person concerned performs a function exercised in the interest of public protection. You should disclose anything which might be relevant including specific matters such as those covered below or prominent activities, for example in voluntary organisations.The following sections ask for information which may be relevant in this context. All information given will be treated in the strictest confidence. |
| **1** | Have you ever been convicted of any criminal offences or accepted a caution in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in England and Wales would be criminal offences? | **YES** [ ]   | **NO** [ ]  |
| **2** | Have you ever been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you the subject of any proceedings which could lead to such a disqualification?  | **YES** [ ]  | **NO** [ ]  |
| **3** | Are there any outstanding criminal or regulatory charges against you? | **YES** [ ]  | **NO** [ ]  |
| **4** | Have you been declared bankrupt in the past 10 years? | **YES** [ ]  | **NO** [ ]  |
| **5** | Have you been dismissed from any office or employment in the past 10 years?  | **YES** [ ]  | **NO** [ ]  |
| **6** | Have you ever been disqualified from acting as a Company Director or in the conduct of a company?  | **YES** [ ]  | **NO** [ ]  |
| **7** | Have you ever been disqualified from holding office as trustee of a charity?  | **YES** [ ]  | **NO** [ ]  |
| **8** | Have you ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?  | **YES** [ ]  | **NO** [ ]  |
| **9** | Are there any other facts to declare which you feel could be raised publicly in the future relating to your suitability to hold the appointment for which you are being considered? Examples should include anything that could be presented as a conflict of interest. | **YES** [ ]  | **NO** [ ]   |
| **If you have answered YES to any of the questions above, please give details in the space below and continue a separate sheet if necessary.** |
|  |
| **EDUCATION AND PROFESSIONAL QUALIFICATIONS****Please indicate here higher education (degree or equivalent) and professional qualifications** |
| **Dates:** | **Higher Education** | **Subject** | **Year Obtained** |
|  |  |  |  |
| **MEMBERSHIP OF PROFESSIONAL BODIES & PROFESSION (e.g. Solicitor)** |
| **Professional Body** | **Membership Status and Number** | **Year Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TRAINING AND SHORT COURSES***Please state any non-qualification training you have undertaken that is relevant to the post for which you are applying.* |
| **Training Body or Organisation** | **Course/development type** | **Year Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CURRENT/MOST RECENT EMPLOYMENT** |
| **Position:** | **Name of Employer:** |
| **From: To:** | **Address:** |
| **Reason for Leaving:** | **Postcode:** |
| **Please describe your duties and responsibilities:** |
| **PREVIOUS EMPLOYMENT** **(Please list chronologically details of previous employment prior to current employment)** |
| **Dates:****From To** | **Employer’s Name and Address** | **Job Title and Key Responsibilities** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **YOUR SUPPORTING STATEMENT**  |
| **Please refer to the Role Profile before completing this section.****In this section you should:*** **Show in your answers how your skills, knowledge, education, training and experience match the criteria for the role**
* **Give specific and detailed examples which demonstrate how you meet the required competencies.**
 |
| 1. **Relevant Professional and Personal Experience. (Max 150 words)**

Describe the scope of your practice as a BACP member (or, for lay applicants, the nature of your professional work) together with any relevant personal experience and show how this would contribute to the work of the panel. 1. **Adjudication Skills (Max 300 words)**

Give recent examples of your work in adjudication or other activities which show your ability to grasp detail, assess evidence, act fairly to all parties and reach sound decisions which affect others.If you are applying as a BACP member and do not have direct experience of professional adjudication you may wish to describe how you have applied these principles in, for example, complaints handling or the resolution of disputes. Comparable experience may have been gained as a tribunal member or magistrate, in voluntary organisations, or in grievance and disciplinary panels, charities, or in similar fields. 1. **Collaboration and Collective Decision-Making (Max 450 words)**

Please describe briefly up to three recent examples, where you have worked collaboratively with others in the consideration of issues and decision making. Provide examples of how your interpersonal skills have influenced colleagues or others.  Example 1 (Up to 150 words) Example 2 (Up to 150 words) Example 3 (Up to 150 words)1. **Communication Skills (Max 150 words)**

Please give evidence of your ability to communicate effectively with people of different backgrounds and levels of understanding and to explain and justify decisions. |
| **REFERENCES** Please attach details of two referees, who have known you for a period of 3 years and can comment on your skills, knowledge, and experience. Please note references will only be contacted if you are offered a role. |
| Name: | Name: |
| Relationship to you:  | Relationship to you: |
| Period of Association: | Period of Association: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
| Post Code: | Post Code: |
| Telephone No: | Telephone No: |
| E-Mail: | E-Mail: |
| **DECLARATION** |
| I undertake to advise BACP of any other information relevant to an assessment of my suitability as a Professional Conduct Panel Member, exercising a function in the interests of public protection and to report any significant future change to the information I have provided on this form.I confirm that the information given within this application is complete and true, to the best of my knowledge. I understand that if I am appointed and the information I have provided is subsequently found to be untrue, then my contract for service may be terminated. |
| **Signed:** |  |
| **Name:****(Block capitals)** |  |
| **Date:** |  |
|  |  |
| **DATA PROTECTION** |
| Information on unsuccessful candidates will be held for no more than 6 weeks or until the conclusion of the recruitment drive or whichever date is latest. |

*On completion, please email this form to* *contracting@bacp.co.uk*