



# Children's Hearings Scotland



**CONFIDENTIAL**

## APPLICATION FOR MEMBERSHIP OF PERTH AND KINROSS 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). The closing date for applications is **Friday 10 February 2012.**

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.
		Email

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. Please note that 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 the *Information for Employers* leaflet contained in your information pack to your employer.)

## 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 Perth and Kinross; foster carers looking after children from Perth and Kinross; 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 PERTH AND KINROSS

How many years have you worked and/or lived in Perth and Kinross? How well do you consider 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 be required to apply for membership of the Protection of Vulnerable Groups (PVG) Scheme, via Disclosure Scotland. This application 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? (Check one box) YES  NO

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

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

Date	Court	Offence	Sentence/ Disposal

\*includes offences committed for example outside Scotland or while in the armed forces

### 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 will require to undertake training as well as attend panel meetings and children's hearings. The pre-service training course starts on Saturday 8 September 2012 in Dundee and will be held on seven Saturdays until the end of November 2012. Your appointment is subject to satisfactory completion of training.

If appointed, would you have any availability issues regarding attendance at pre-service training? YES  NO

Further details regarding this can be discussed at interview.

### 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 at the end of this form.

**Please indicate your availability on this 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 which 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:-

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

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**

**REFERENCES**

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. These persons should not be a partner or related to you.

<b>NAME</b>	<b>FIRST REFEREE</b>	<b>SECOND REFEREE</b>
<b>ADDRESS</b>		
<b>EMAIL ADDRESS</b>		
<b>OCCUPATION</b>		
<b>HOW LONG KNOWN TO YOU?</b>		

**ADVERTISING**

Please indicate where you first heard about this year's recruitment campaign – *please state which newspaper or radio station if known.*

**RADIO**

(which station?)

**TELEVISION**

(which programme?)

**NEWSPAPER**

(which publication?)

**OTHER SOURCE**

(please specify)

**WEBSITE**

(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:

Clerk to the CPAC  
Chief Executive's Service  
Democratic Services  
Perth & Kinross Council  
2 High Street  
PERTH  
PH1 5PH





## **CHILDREN'S PANEL HEARINGS 2012**

Panel hearings normally take place at the Reporter's premises at 52 Kinnoull Street, Perth on the following days:

**Please tick boxes as appropriate to show your potential availability, and return with your application form.**

Every Monday afternoon from 2.00pm (arrive 1.45pm)	
Alternate Tuesday mornings from 9.30am (arrive 9.15am)	
Alternate Tuesday afternoons from 2:00pm (arrive 1.45pm)	
Every Thursday afternoons from 2.00pm (arrive 1.45pm)	

There may be one additional session per month.