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**Application for role of**

**Fitness to Practise Lay Panel Member**

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| --- | --- |
| Post title: |  |

|  |  |
| --- | --- |
| Surname: |  |

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| --- | --- |
| Initials: |  |

**Where did you see this role advertised?**

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Please complete all sections of this application form as CVs will not be accepted.

**1 Personal details**

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Postcode: |  |

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| --- | --- | --- | --- |
| Tel: (Home) |  | (Mobile) |  |

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| --- | --- | --- |
|  |  | **Check box to indicate preferred contact** |
| Business/Work email: |  |  |
| Personal email: |  |  |

|  |  |
| --- | --- |
| National Insurance Number: |  |

We ask everyone we engage with to provide confirmation their right to work in the UK. Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) national?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

If you have selected no, please additionally submit the form ‘Immigration Form.

**2 School education**

Please give details of any certificates obtained such as SCOTVEC, SQA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awarding body**  (eg, SQA) | **Course / Subject / Module titles** | **Level grade of course**  (eg 1,2,3 / A,B,C) | **Date certificate awarded** | **Check box if awaiting results** |
|  |  |  |  |  |

**3 Further or higher education**

Please provide details of any courses for which a certificate, eg SVQ, HNC, HND, degree or diploma was awarded.

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| --- | --- | --- | --- | --- |
| **University / college** | **Course title**  eg HND Computing, BA (Hons) Social Work | **Subjects studied** | **Date awarded** | **Check box if awaiting results** |
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**4 Membership of professional bodies (current membership only)**

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| **Name of awarding body / institution** | **Class of membership** | **Date awarded** |
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**5 Personal development**

Please outline the content of any personal development plan, together with evidence of continuing professional development, where appropriate.

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**6 Current employment (or most recent employment)**

Please note that it is a requirement that you have not been in employment or involved in the training, education, appointment, employment, supply, supervision, monitoring or representation of social service workers or students, in the last five years.

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| --- | --- | --- | --- |
| **Job title/post** | **Dates** | | **Name and address of employer** |
| **From** | **To** |
|  |  |  |  |

Please give details of your duties/responsibilities/involvement.

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Is your current employer aware of your application for this role? (Please select one.)

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| **Yes** |  |  | **No** |  |  | **N/A** |  |

**7 Previous employment**

Please give details of your previous employment. List in order with your most recent employment first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer/**  **organisation** | **Dates** | | **Job title/**  **post** | **Duties/Responsibilities/Involvement** |
| **From** | **To** |
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**8 Other Activity**

Please give details of any voluntary and community activities, public appointments, regulatory or panel roles, or carer responsibilities you have been involved in during the past 10 years.

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| --- | --- | --- | --- | --- |
| **Organisation** | **Dates** | | **Role** | **Duties/Responsibilities/Involvement** |
| **From** | **To** |
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**9 Your values**

Panel members are expected to adhere to the Nine Principles of Public Life.

**Please choose one of the principles and tell us how you have previously applied the values which underpin it. Maximum word count is 350.**

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**10 Your experience**

**Please demonstrate how you meet the Person Specification, providing examples to support your answer. Maximum word count is 350.**

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**11 Driving licence**

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| --- | --- | --- | --- | --- | --- | --- |
| **Do you hold a current driving licence?**  (check box) |  | Full |  | Provisional |  | No |
| Details of any penalties/endorsements will be requested if you are invited for interview. | | | | | | |

**12 Your availability**

Please give us an indication of how many days per year you would be able to commit to in order to attend hearings.

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**13 Referees**

Please provide details of two people, who should not be friends or relatives, who can provide references about your suitability to be a Panel Member.

One of the referees must be your present or most recent employer. If you are currently in employment, at least one must represent your present employer. **Please tick the box if you do not wish contact to be made with a referee prior to an interview being held**.

References will be requested if you are short-listed for interview. If you are invited for interview, we will approach these people without contacting you again and by submitting this form to us you are consenting to this.

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| --- | --- | --- |
| **Contact name and organisation** |  |  |
| **Their role** |  |  |
| **Email address** |  |  |
| **Telephone number** |  |  |
| **In what capacity do they know you?** |  |  |
| **How long have they known you?** |  |  |

**14 Disability**

We expect to receive a high number of applications for the position of Panel Member. While the Scottish Social Services Council offers the first stage of the recruitment process (ie interview) to any applicant who considers themself to be disabled and who meets the minimum essential requirements for the post, where the number who meet the essential criteria exceeds our capacity to conduct interviews, we may apply additional criteria to reduce this number.

Do you consider yourself to have a disability?

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| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

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**15 Criminal Convictions, etc.**

You will be asked to complete a Criminal Convictions Declaration Form if invited for interview.

**Please also let us know if you have previously worked for the SSSC, or are related to an existing Panel Member, Council Member, or member of SSSC staff.**

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Please indicate if there is any other information which the SSSC might reasonably regard as relevant in order to assess your suitability for appointment to this role, for example you have been or are currently subject to professional regulatory proceedings:

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| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

If you have ticked yes, please provide additional detail below:

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|  |

**16 Declaration**

**Please read carefully before signing**

I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I can confirm that I am not related to any Council Member or any member of staff of the Scottish Social Services Council (the SSSC). I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to termination of my appointment.

Ï **Data Protection Act**

I consent to the Scottish Social Services Council and its agents processing, by means of information and communication technology or otherwise, any information which I provide to them for purposes of selection for appointment as a Panel Member with the SSSC, monitoring trends and providing statistical reports on these trends, and in the exercise of the Scottish Social Services Council’s legitimate interests.

**Please sign using initials and surname only.**

|  |  |  |  |
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| Signed: |  | Date: |  |

**17 Returning your application**

**Completed application forms should be returned by email to** [panelmemberrecruitment@sssc.uk.com](mailto:panelmemberrecruitment@sssc.uk.com)

**or alternatively by post to:**

**Panel Member Recruitment**

**Regulatory Improvement and Hearings Department**

**Scottish Social Services Council**

**Compass House**

**11 Riverside Drive**

**Dundee**

**DD1 4NY**

**If you return your application electronically and are offered a role as a Panel Member, you will be asked to sign a hard copy of this application form.**