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

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**CONTRACT FOR SERVICE APPLICATION FORM**

**Clerk (Legal Assessor)**

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

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| * **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.**
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| **Post Applied for:** **Panel Clerk (Legal Assessor)** | **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 |
|  | E Mail:  |
| Postcode:  |
| **ENTITLEMENT TO WORK IN UK** |
| **Are you a British or European Community citizen?** **Do you require a visa to work in this country?** If successful in being short listed for interview, evidence of your status may be requested. |
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| **CONFLICTS OF INTEREST AND OTHER MATERIAL INFORMATION** |
| **In Confidence**The role carried out by Panel Clerks is an important role exercised in the interest of public protection. Matters or incidents which previously attracted no attention could become matters of legitimate public interest when the person concerned performs a function exercised in the interests of public protection. Information which might be relevant could include either specific events 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** | 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** | 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** | Any outstanding charges? | YES [ ]  | **NO**  |
| **4** | Been declared bankrupt in the past 10 years? | YES [ ]  | **No** |
| **5** | Been dismissed from any office or employment in the past 10 years?  | YES [ ]  | **NO**  |
| **6** | Ever been disqualified from acting as a Company Director or in the conduct of a company?  | YES [ ]  | **NO**  |
| **7** | Ever been trustee of a charity?  | YES [ ]  | **NO**  |
| **8** | Ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?  | YES [ ]  | **NO**  |
| **9** | 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.** |
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| **EDUCATION AND PROFESSIONAL QUALIFICATIONS****Please indicate here higher education (degree or equivalent and professional qualifications)** |
| **Dates:** | **Higher Education** | **Subject** | **Year Obtained** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES & PROFESSION (e.g. Solicitor)** |
| **Professional Body** | **Membership Status and Number** | **Year Awarded** |
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| **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** |
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| **PREVIOUS EMPLOYMENT** **(Please list chronologically details of present and previous employment over the last 10 years)** |
| **Dates:****From To** | **Employer’s Name and Address** | **Job Title and Key Responsibilities** | **Reason for leaving** |
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| **YOUR SUPPORTING STATEMENT**  |
| **Please refer to the Role Brief before completing this section.****In this section you should:*** **Please answer the questions below using examples to demonstrate how your Skills, Experience and Qualifications as outlined in the role brief make you suitable for this role.**
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| **Questions:**1. Explain why you are interested in the role of Legal Assessor for BACP and what attributes you can bring to the role? (Max 300 words)
2. Describe how you transferable skills, knowledge, qualifications and experience would enable you to carry out the role of Legal Assessor (Max 300 words).
3. Please give evidence of your ability to communicate effectively with people of different backgrounds and levels of understanding and to explain and justify decisions and ensure hearings are conducted in a fair and transparent manner (Max 300 words)
4. Please provide two examples of your inter-personal, influencing and leadership skills where you have inspired the confidence of others and where you have worked collaboratively with them in the consideration of issues and decision-making.
5. (Up to 300 words)
6. (Up to 300 words)
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| **References** **Please attach details of two references, who have known you for a period of 3 years and can comment on your skills, knowledge and experience. References will only be taken up if you are successful at interview.** |
| Name:  | Name:  |
| Relationship to you:  | Relationship to you  |
| Period of Association:  | Period of Association:  |
| Job Title:  | Job Title:  |
| Organisation:  | Organisation: |
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| 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 Panel Clerk, 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:** |  |
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| **DATA PROTECTION** |
| The information on this application form will be held securely, both manually and electronically by BACP and will not be shared with anyone outside the organisation. Information on unsuccessful candidates will be held for a period of six months and then destroyed. BACP reserves the right to verify the information you have provided and seek information from other sources. |