

* This application form is to be used in the selection of suitable volunteers for the mediator role at The University of Manchester.
* Please print your details clearly below.
* Responses to Section C can be typed or hand-written. The ability to perform within the role of mediator and to communicate verbally is of greater importance than the ability to communicate in writing.

*If you require help with completing this form, do not hesitate to ask a colleague, your line manager, or* *mediation@manchester.ac.uk*

**A. Personal Details**

|  |  |  |
| --- | --- | --- |
| First Name  | Family Name |  |
|  |  |  |
| Work Email Address |  |  |
|  |  |  |

**B. Current Job Details**

|  |  |
| --- | --- |
| ­­­­­­­­­­Current Job Title | Department/Directorate/School/Faculty |
|  |  |
| Current Grade |
|  |
| Your Line Manager (approval will be sought) |
| Name: |
| Contact email or telephone: |

**C. Availability for training**

|  |  |
| --- | --- |
| Are you available in January 2025 for a selection interview?Please give details of any dates not available: | N/Y |
| Are you available for the 6 full days training on the dates below?Tuesday 28th - Friday 31st January – online 4 days Monday 10th - Tuesday 11th February – in person 2 days | N/Y |
| Is your line manager aware of your application to the mediation service? | N/Y |
| Are you prepared to commit to, and able to undertake, a minimum of 2 mediation cases for the University of Manchester per year? | N/Y |

**E. Statements in support of your application**

Submit your answers to the following questions on a separate sheet. Written skills are not being assessed. You may, where appropriate, use bullet points. Statements may either be typed or hand-written. Please note the word limitations for each question.

1. Please tell us in no more than 100 words, why you are interested in becoming a mediator
2. Please outline any work-related or personal experience you have which might be relevant to your application (up to 100 words)
3. Tell us about an example from your workplace or personal life when you have successfully used one or more of the skills and attributes listed in section C above (250 to 500 words)
4. Please comment on what you see as the role of the Mediation Service within the University of Manchester and what strengths you feel you bring in support of this role (50 to 100 words)