

Appointment of Fee Paid Practitioners – Application Form

Before you complete your application form it is recommended that you read the Information Pack. Particular attention should be paid to the sections on providing your evidence supported by a CV, to ensure you submit the strongest application possible.

If you experience any difficulty completing your application, or would like any further information, please contact via email to CafcassCymruHR@gov.wales as soon as possible.

Section 1: Personal Details

This Privacy Notice tells you what to expect when you contact the Welsh Government and provide us with your personal information: <https://gov.wales/about/welsh-government-privacy-notice/?lang=en>

Title:	
First Name:	
Surname:	
E-mail address:	
Second e-mail address:	
Mobile telephone number:	
Home telephone number:	
Address line 1:	
Address line 2:	
Address line 3:	
Town / City:	
County:	
Country:	
Postcode:	

Section 2: Eligibility Criteria

The following questions are to determine your eligibility, if you do not meet the requirement(s) your application will not be taken forward.

Question 1: Are you a qualified social worker with a diploma in Social Work or Social Care Wales recognised equivalent?

Yes No (tick as appropriate)

Question 2: Are you a registered Social Worker with a Social Care regulator?

Yes No (tick as appropriate)

Please enter registration number and confirm which regulatory body you are registered with:

Registration no: (if applicable)

Regulatory body:

If you are successful you must be registered with Social Care Wales, please confirm you will do so if you are not already registered. You must provide us with a registration number prior to any case work being allocated.

Already registered: Yes No (tick as appropriate)

Comments:

Question 3: Please confirm you are content for Welsh Government to undertake an enhanced DBS check as part of pre-employment checks if you are successful in application to this role.

Yes No (tick as appropriate)

Question 4: You will be expected to travel around your geographical area of work to attend an office base, court hearings and conduct home visits. Please confirm that you have suitable means of transport to do this.

Yes No (tick as appropriate)

TO NOTE: If you intend to use a motor vehicle, it is expected that you would have motor insurance that includes business use cover. Please confirm that if your application is successful then you will be prepared to secure this cover and show proof of this prior to any case work being allocated.

Yes No (tick as appropriate)

Question 5: Do you currently hold professional indemnity insurance (PII) providing minimum cover of £2,000,000?

Yes No (tick as appropriate)

If your application is successful you will be required to hold professional indemnity insurance for a period of 5 years after the expiry of your contract.

Please confirm that if you don't currently hold PII and your application is successful you will be prepared to secure this cover and show proof of this prior to any case work being allocated.

Yes No (tick as appropriate)

Section 3: Competency / Job Specific Criteria Evidence

Selection process

Sift: Please respond to the 2 questions on the following pages setting out what skills and experience you can bring to the role, taking into the consideration the job specific requirements below.

Interview: Candidates invited to interview will also be tested on skills and experience relevant to the following competence areas and behaviours.

Knowledge, Skills and Experience required

- A minimum of 5 years post qualifying experience of working within safeguarding services for children and their families in the statutory sector and Diploma in Social Work (or Social Care Wales or recognised equivalent) and Registered Social worker with Care regulator, for example Social Care Wales or Care Council.
- An understanding of the needs of children involved in private and public law proceedings within the family justice system.
- Evidence of effective case planning and recording casework with child/ren and /or families according to Social Work Code of Professional Practice.
- The ability to work through the medium of Welsh is desirable but not essential.

Competence areas and behaviours specific to the role:

Making Effective Decisions

Make decisions when they are needed, even if they prove difficult or unpopular.

Collaborating and Partnering

Deal with conflict in a prompt, calm and constructive manner.

Seeing the big picture

Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.

Changing and Improving

Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking.

Section 3: Question 1

Using an example from your practice, demonstrate your understanding of the needs of children subject to family proceedings and explain why timely reporting and decision making is critical to ensuring good outcomes for children. (maximum 500 words)

Section 3: Question 2

Drawing from examples from your practice, tell us about your experience in using evidence based practice to inform your analysis and how this leads to safe and robust recommendations which inform decision making to secure the best outcome possible for children and young people. (maximum 500 words)

Section 4: Supplementary Evidence

Using the space provided, and to supplement your application, please include details from your CV and include any recent learning and development you have undertaken that you think may be relevant to this application.

(maximum 1000 words) (continued on next page)

Section 4: Supplementary Evidence (continued from previous page)

Section 5: Declaration

I declare that all the information I have given on this application is true to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment in connection with Government contracts.

Surname:	
Forename(s):	
Signature:	
Date:	

Note: We must interpret strictly and impartially the information provided within Section 2, but we cannot investigate fully the eligibility of every candidate prior to the selection process. If you are successful, an enquiry into your eligibility will be made. If it is determined that you are not eligible for the role for which you have applied, you will be removed from the Fee Paid Practitioner Framework. If you are uncertain about any aspect of your eligibility please contact us.

Data Protection: We take our obligations under data protection legislation seriously: these require us to explain how the data you have provided on this form and how any other personal data which may be created in connection with your application may be used. Any data about you will be held in secure conditions, with access restricted to those who need it in connection with dealing with your application and selection (i.e. those involved in the selection, recruitment and employment functions). Data may also be used for the purposes of monitoring the effectiveness of the selection process, but in these circumstances, all data will be anonymised. Personal data relating to your application will be kept in secure conditions for up to two years if you are unsuccessful. If you are successful, the data will be transferred to the Fee Paid Practitioner record. We will be unable to process your application unless we can use your personal data in the ways described above.

If you give information that you know is false, or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your removal from the Fee Paid Practitioner Framework.

By submitting this application form and starting the assessment you give your consent to your data being used in these ways.

Submitting your application:

To submit your application, you'll need to agree to the declaration below and email the CafcassCymruHR@gov.wales mailbox. Please make sure you have reviewed before submitting the application form, as you will not be able to make changes once it has been submitted.

If your form has submitted correctly, you will receive an e-mail confirming this. If you do not receive confirmation that your form has been submitted within 5 working days, contact the CafcassCymruHR@gov.wales mailbox.

Declaration Agreement – please confirm that you have read and agree to the terms outlined above (we cannot accept your application if you do not agree to the terms outlined).

I agree

Please enter Full Name:

Thank you for your application. We will be in touch shortly.

