



Panel Member Online Application Form:

Guidance for Applicants

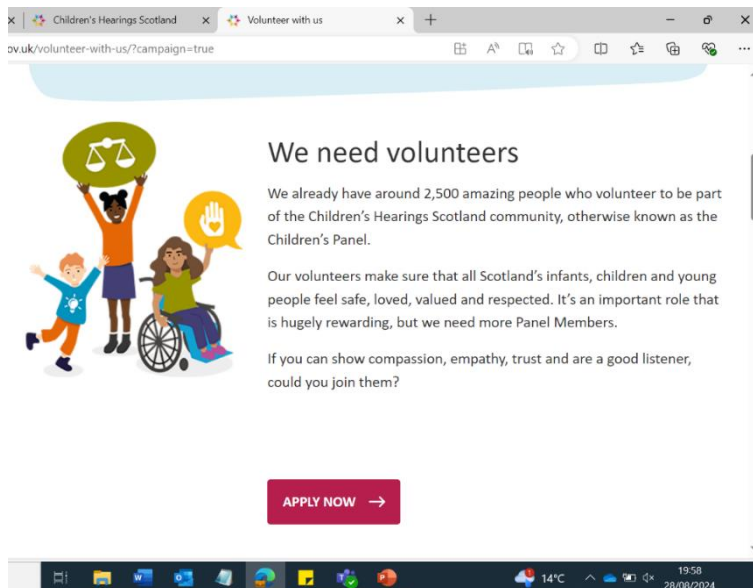
1. 2024 Panel Member Application Form Guidance

To assist you with completing the online application form, please see below guidance on submitting your application.

2. Apply Now

Thank you for your interest in applying to volunteer with the national Children's Panel! Please see a step by step approach in applying.

Step 1. Select: Apply now button



Step 2. Register your information



Please remember your password.

Your information will be securely stored on an online portal and will require you to register and set up passwords to access your own application. This will be similar to online banking or online shopping.

The screenshot shows a web browser window with the URL <https://public.hub.chscotland.scot/application/signup>. The page features the Children's Hearings Scotland logo and a registration form. The form includes fields for First Name (0 of 20 characters), Last Name (0 of 40 characters), and Email Address. A 'Password must:' section lists requirements: lowercase letters, uppercase letters, numbers, symbols, and a minimum length of 8 characters. Below this are fields for Password (0 of 256 characters) and Confirm Password. A green 'SAVE' button is at the bottom. A note states: 'By starting to apply, you agree to CHS processing your details in line with our Privacy Statement.'

People who are shortlisting all applications will not see your personal details (name, address, gender) – these will be ‘redacted’ to ensure fairness in selection.

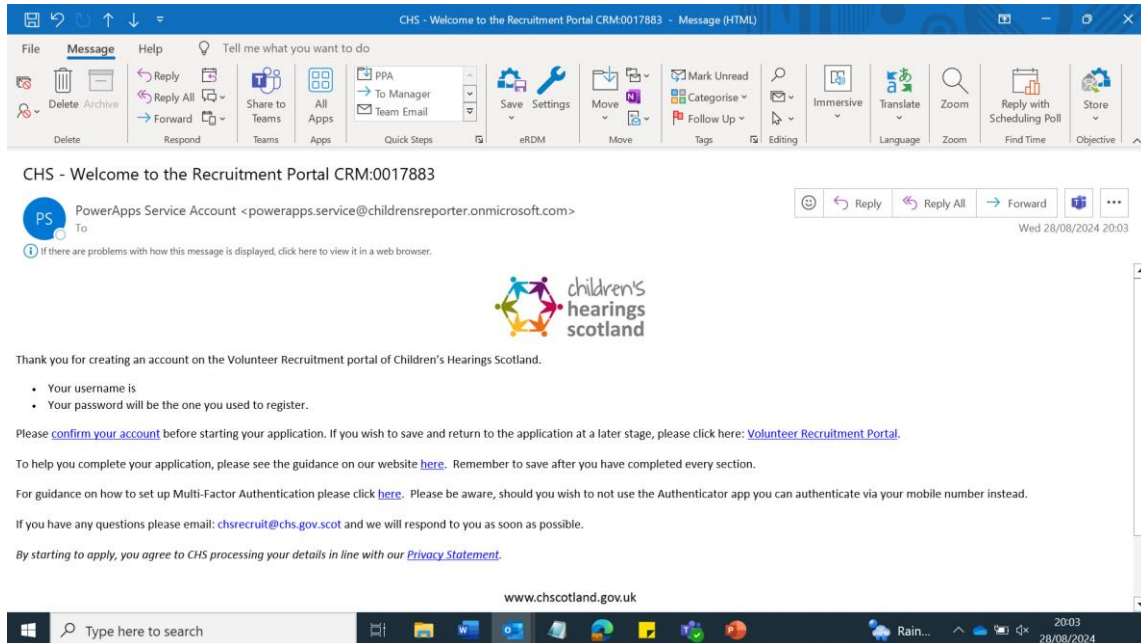
Step 3. You will receive a message confirming registration.

The screenshot shows a web browser window with the URL <https://public.hub.chscotland.scot/application/signup-success>. The page features the Children's Hearings Scotland logo and a success message: 'Thank you for registering. Your account has been successfully created.' Below this, it states: 'A username will be emailed to the email address you have registered with. You will need this to sign into your account, and return to it, so please keep this email safe which contains the link to the application site and your username.' It also says: 'Once you have received your email with your username and a link to start the application, you can begin!' and 'Please contact: chsrecruit@chs.gov.scot if you have any questions.' The message ends with 'Many Thanks'.

Step 4. You will receive an email as below to the email you registered with.

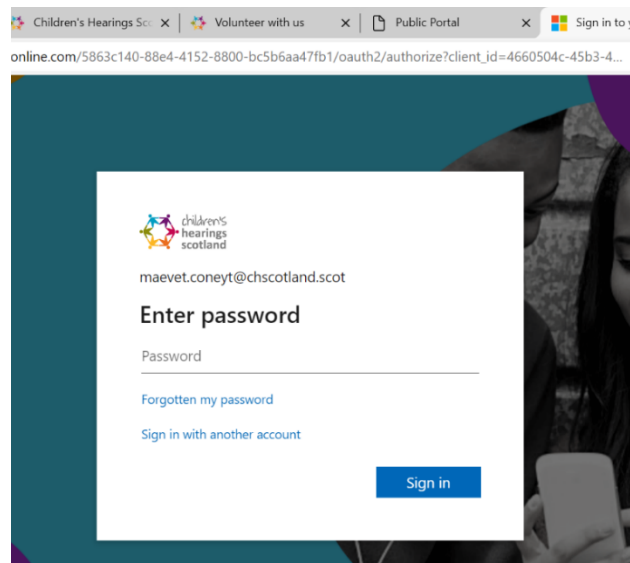


Please remember to keep this email for future reference and access to your saved application before it is submitted.

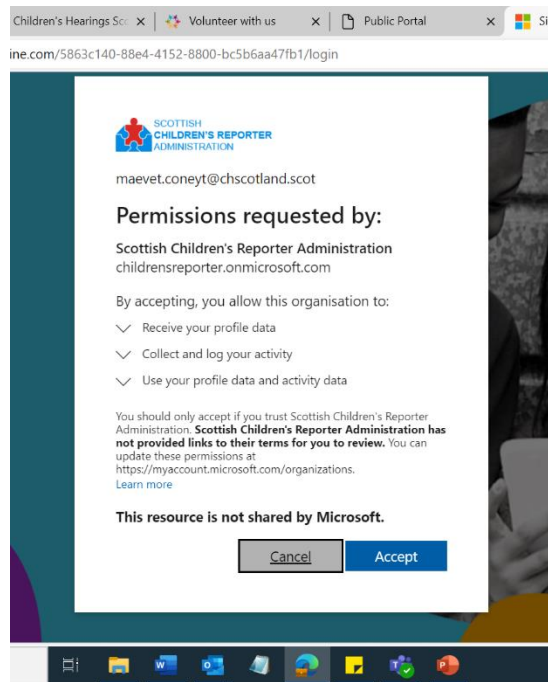


Step 5. Hit the link to 'confirm your account' in the email

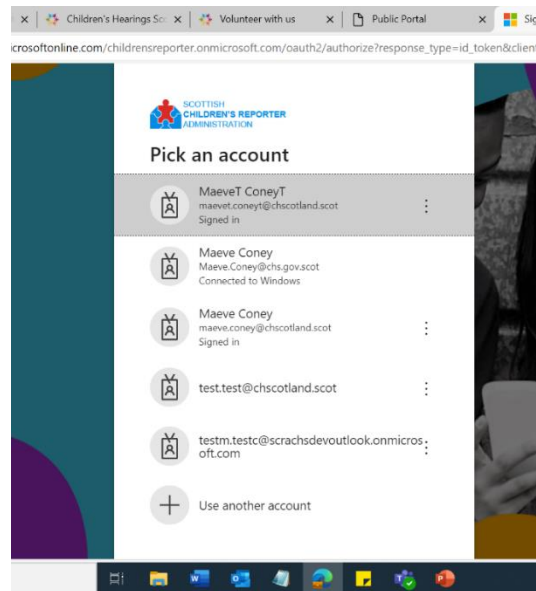
Step 6. You will be asked to insert your password (the one you created at registration)



Step 7. The below image will appear: Please press **Accept**



Step 8. Select the account that you have just registered with (this will include your first name and second name)



Step 9. Ensure all details have been filled out

children's hearings scotland

You are signed in as MaeveT ConeyT

SIGN OUT

We just need to know a bit more about you

First name
MaeveT
6 of 20 characters

Last name
ConeyT
6 of 40 characters

Diverse representation in children's hearings is an organisational priority for CHS, and we strive to ensure that each hearing includes both male and female members of the children's panel.
Read more about this [here](#).

Please indicate whether you identify as

Male

Female

Non Binary

Please indicate whether you identify as is required

START APPLICATION

Step 10. Select 2024 Recruitment Campaign and the area in which you are applying for

children's hearings scotland

You are signed in as MaeveT ConeyT

SIGN OUT

Current vacancies

We have a number of volunteering vacancies available across Scotland.

Please choose the role you are interested in, followed by a vacancy in the area or local authority most suited to your location.

To help complete your application, please see the guidance on our website [here](#). **Remember to save after you have completed every section.**

Please select a role

2024 August Test Campaign (Panel Member)

Please select a vacancy in a local authority

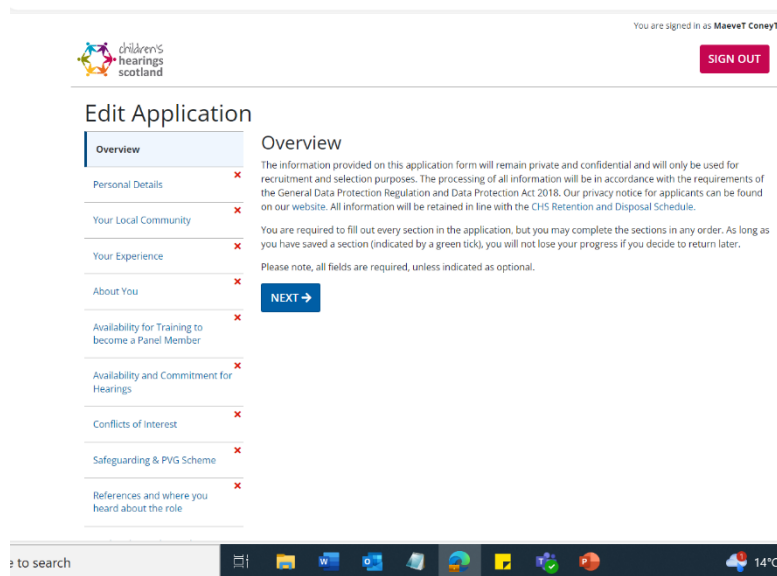
Select an option...

Select an option...

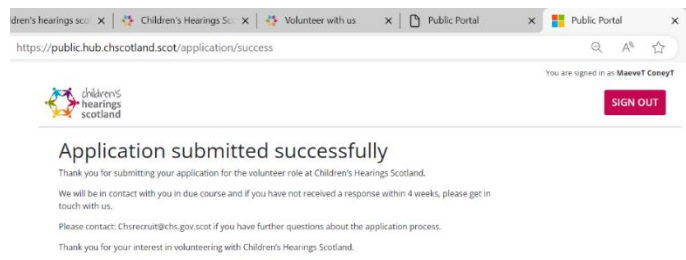
West Lothian

Step 11. Complete your application

Please ensure all sections have been completed with a green tick and all fields filled out



Step 12. Once application has been completed and submitted you will receive a confirmation message.



Step 13. You will then receive an email confirming the application has been submitted.

