

THE LAW SOCIETY OF HONG KONG

MEDIATOR AND PARENTING COORDINATOR ADMISSION COMMITTEE

Application for Mediator Admission: -

Please indicate categor(ies) for admission

- General Mediator
- Family Mediator
- Family Mediation Supervisor

Name Mr/Ms/Miss/Mrs/Dr* _____ (_____)
in English *in Chinese*

Nationality _____

Firm/Company* _____ Date of Admission _____

Correspondence Address _____

Contact Tel _____ Fax _____ Email _____

Language(s) / Dialect(s) Spoken and Written - please give details:
(Please indicate ability to mediate in any language)

General Qualification(s) / Degree(s) / Professional body(ies) (grade and year obtained):

Brief Employment Summary:

<u>From / To</u>	<u>Employer</u>	<u>Position/Description</u>

*delete as appropriate

MEDIATION RELATED TRAINING AND EXPERIENCE:

Mediation (or equivalent) training including trainer organisation, duration, etc
(Please include date(s), hour(s), trainer(s) and a copy of the certificate(s))

Details of any other relevant training, eg negotiation, counselling, partnering workshop(s)

Experience **as a mediator**, eg commercial or other - giving approximate date(s) and total number of mediation cases

Other mediation related experience (eg as Trainer, Coach)

Remarks: please provide any other relevant details not covered above

Notes : -

- 1 *Please fill in all sections in block letters and do not submit separate c.v. If there is insufficient space, provide details on a separate A4 sheet in the same format. In case any section of the form is not applicable, please put in N/A.*
- 2 *Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the LSHK MPCAC may refuse to process and consider their applications.*
- 3 *The MPCAC may at its discretion and without giving any reason require applicants to comply with additional instruction(s) in relation to their applications for admission (e.g. interview, further supporting documents); to approve or refuse any application for admission.*
- 4 *Upon satisfactory consideration, admitted mediators are entitled to be included on the LSHK website listing. Would you like your details (name, telephone number, fax number, email) to be listed on the website.*
Yes/No *

** delete as appropriate*

PERSONAL INFORMATION COLLECTION STATEMENT

Persons who supply data in their application to LSHK are advised to note the following points pursuant to the Personal Data (Privacy) Ordinance.

1. The personal data collected in this Application form and in the documents submitted by you to support this Application (“the data”) will be used by LSHK for the purposes of considering this Application for mediator admission, the renewal and/or reinstatement as LSHK Mediator and other related matters.
2. In applying for mediator admission, it is obligatory for you to supply LSHK with the data requested in this form except as otherwise indicated. The consequence for you if you fail to supply such data is that LSHK will not be able to process this Application or it may result in delay or refusal of this Application.
3. The data may be provided to such persons within LSHK whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the MPCAC of LSHK, other relevant committee members of LSHK and to such other persons who may help the Society in attaining the purposes above mentioned.
4. Any data that is provided to anyone outside of LSHK will be restricted to what is necessary and not excessive to achieve any intended purpose.
5. You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, LSHK, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.
6. The Privacy Policy Statement of LSHK is available on its website at www.hklawsoc.org.hk.

Declaration

1. I have read and agreed to the above Personal Information Collection Statement.
2. I authorise LSHK, its staff, employees and/or members of MPCAC of LSHK or other relevant LSHK’s Committees to deal with, utilise and/or assess the data submitted by me as may be required in connection with my application for admission as a mediator.
3. I understand that my data will become a part of LSHK’s files and may be used for all purposes deemed necessary or useful by LSHK.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application and may lead to revocation of my admission as a Mediator, should I be admitted.
5. I confirm that I am familiar with and will adhere to the Hong Kong Mediation Code.
6. Any information on this form may be made available by LSHK to third parties for the purposes of mediator selection.

Please sign below to confirm your agreement to the disclosure of the information contained in the application and your confirmation of its accuracy.

Signature: _____ **Date:** _____

Name (in print): _____

** Delete if and as appropriate*