



Panel Member Online Application Registration Guidance

Welcome to 2023 Panel Member Application Form

The following screenshots will support you in the initial steps to access the application on [Children's Hearings Scotland \(chscotland.gov.uk\)](https://chscotland.gov.uk)



Please click the button  to begin your application process.

Step 1

Fill in the required details and please include the required characters highlighted in grey when creating your password

Register

First Name

0 of 20 characters

Last Name

0 of 40 characters

Email Address

Password must:

- contain lowercase letters
- have at least one uppercase letter
- have at least one number
- have at least one symbol
- be a minimum of 8 characters in length

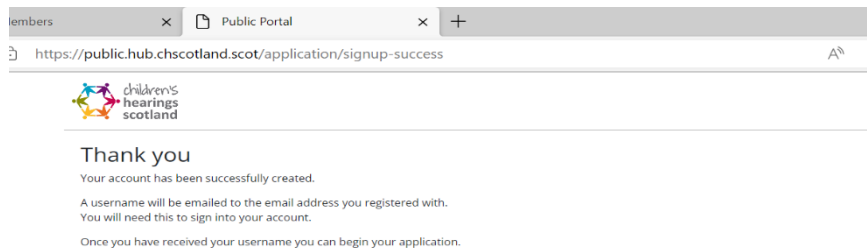
Password

0 of 256 characters

Confirm Password

By starting to apply, you agree to CHS processing your details in line with our [Privacy Statement](#).

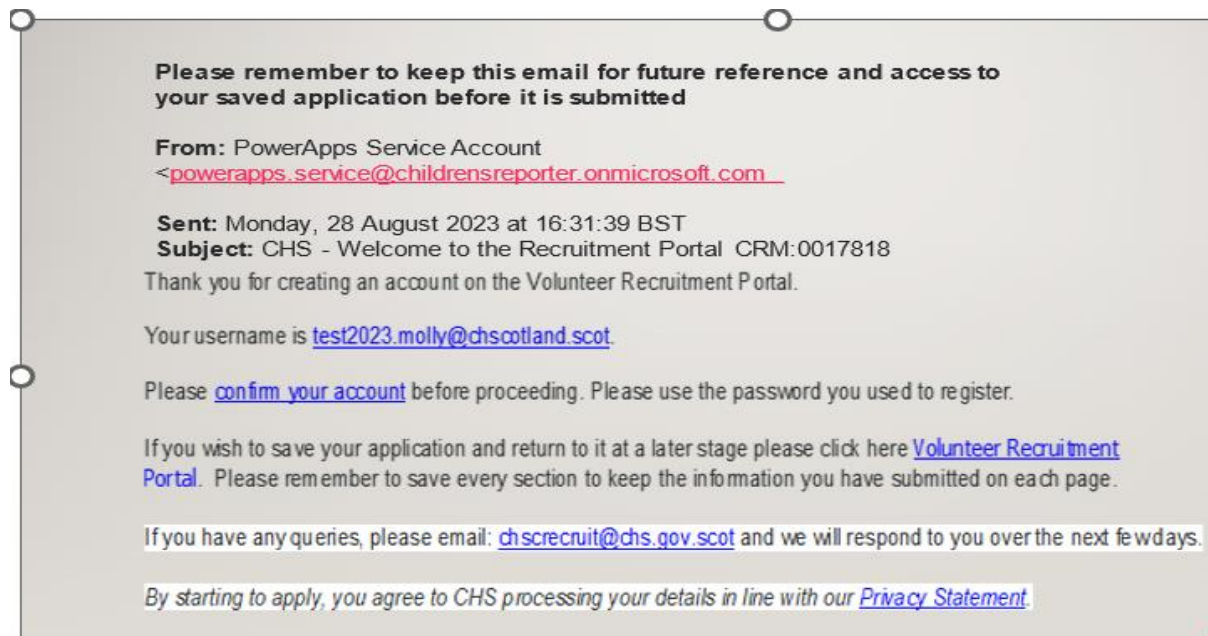
This message will appear on successful completion of registering:



Step 2

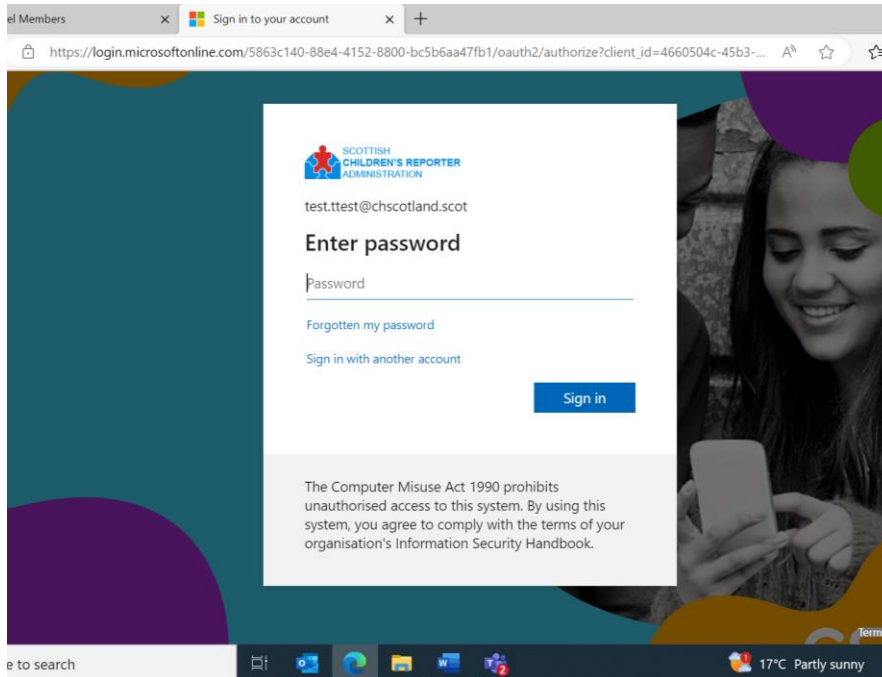
Please click on [confirm account](#) to finish registering your account after which you will be taken to the application form. Please check your junk/spam folders as the email might end up in there.

Please ensure that you **retain** this email – please click on the link to ‘Volunteer Recruitment’ to retrieve any saved applications.

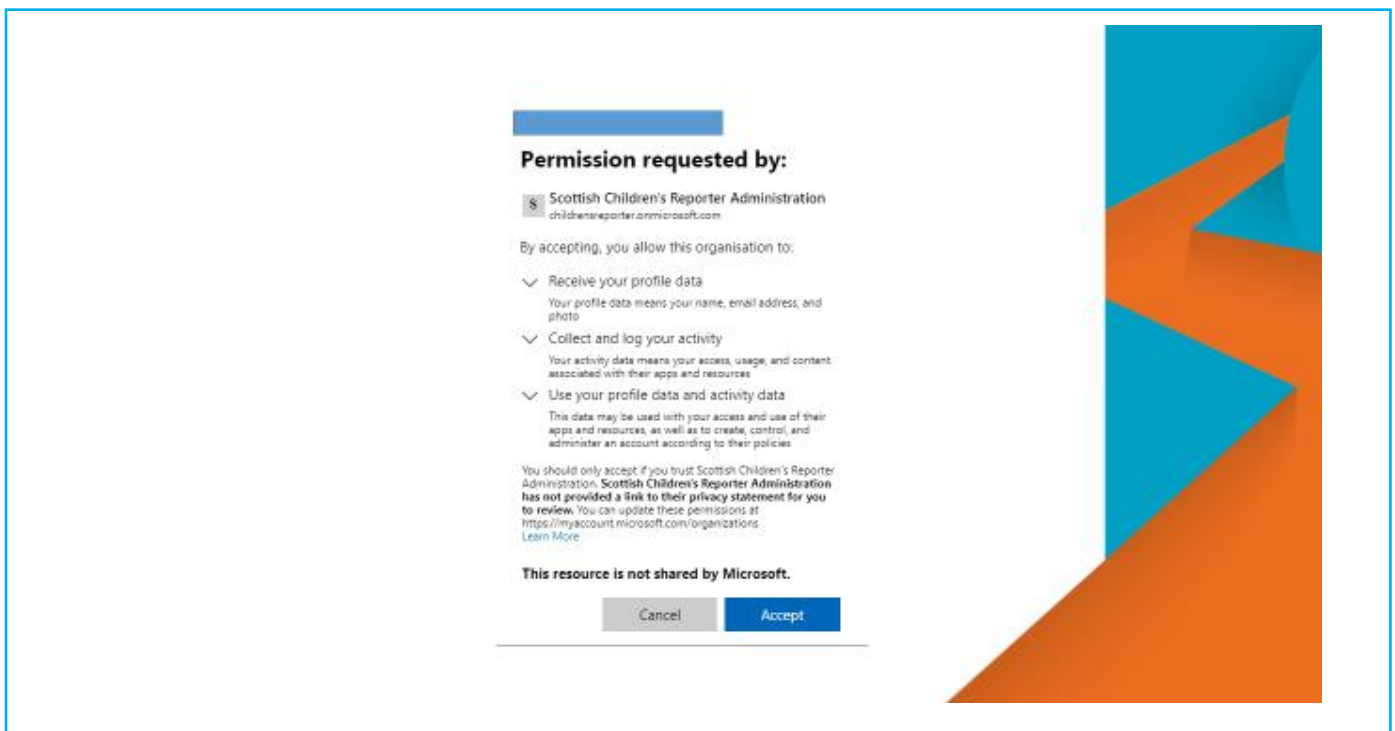


Step 3

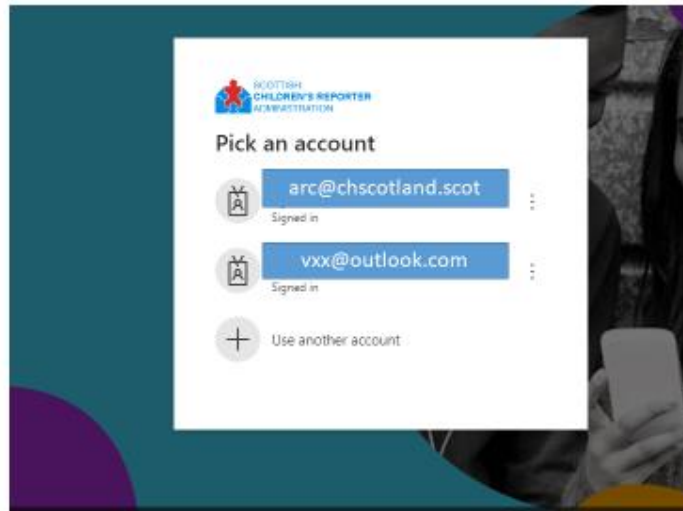
Please enter the password you registered in step 1.



Click accept below



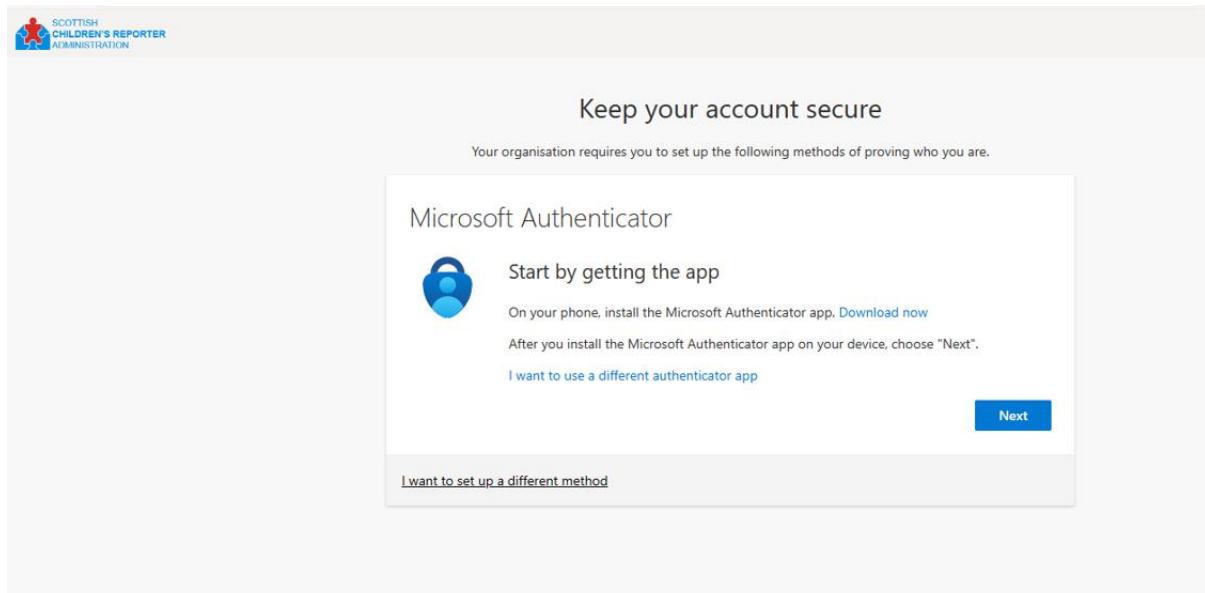
If you come across this screen below, please make sure you select the username included in your email in step 2.



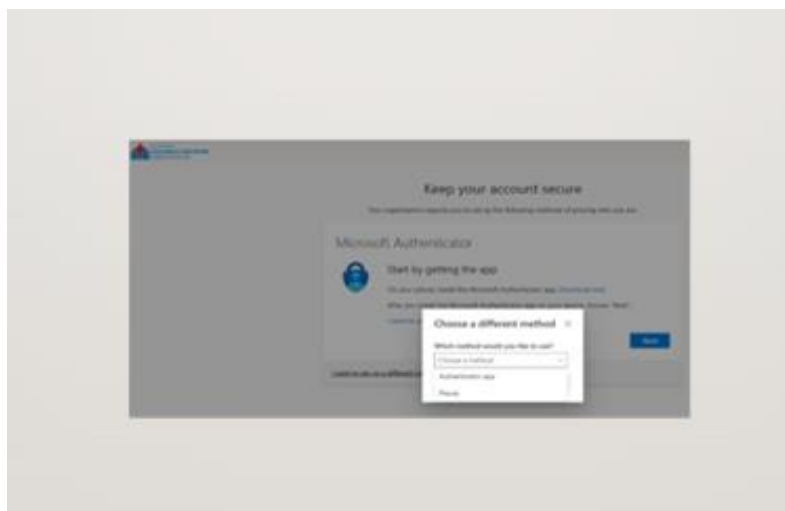
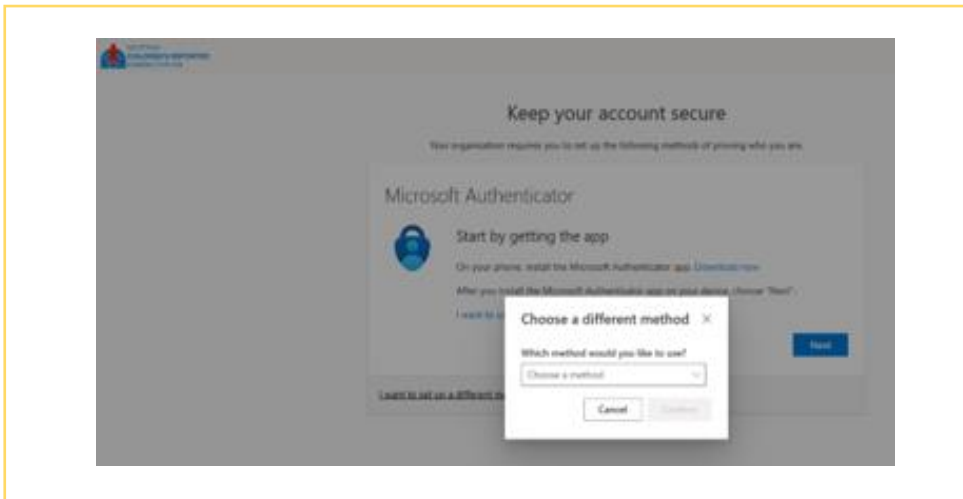
Step 4: Authentication

You will be required to provide further information to authenticate your account.

Select [Next](#) or 'set up a different method'



Please fill in the required field as shown below adding a valid mobile number. If you have selected text message, you will receive a message with a code. If you selected a call you will receive a voice call with a code.



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Authentication phone

United Kingdom (+44)

Method

Send me a code by text message

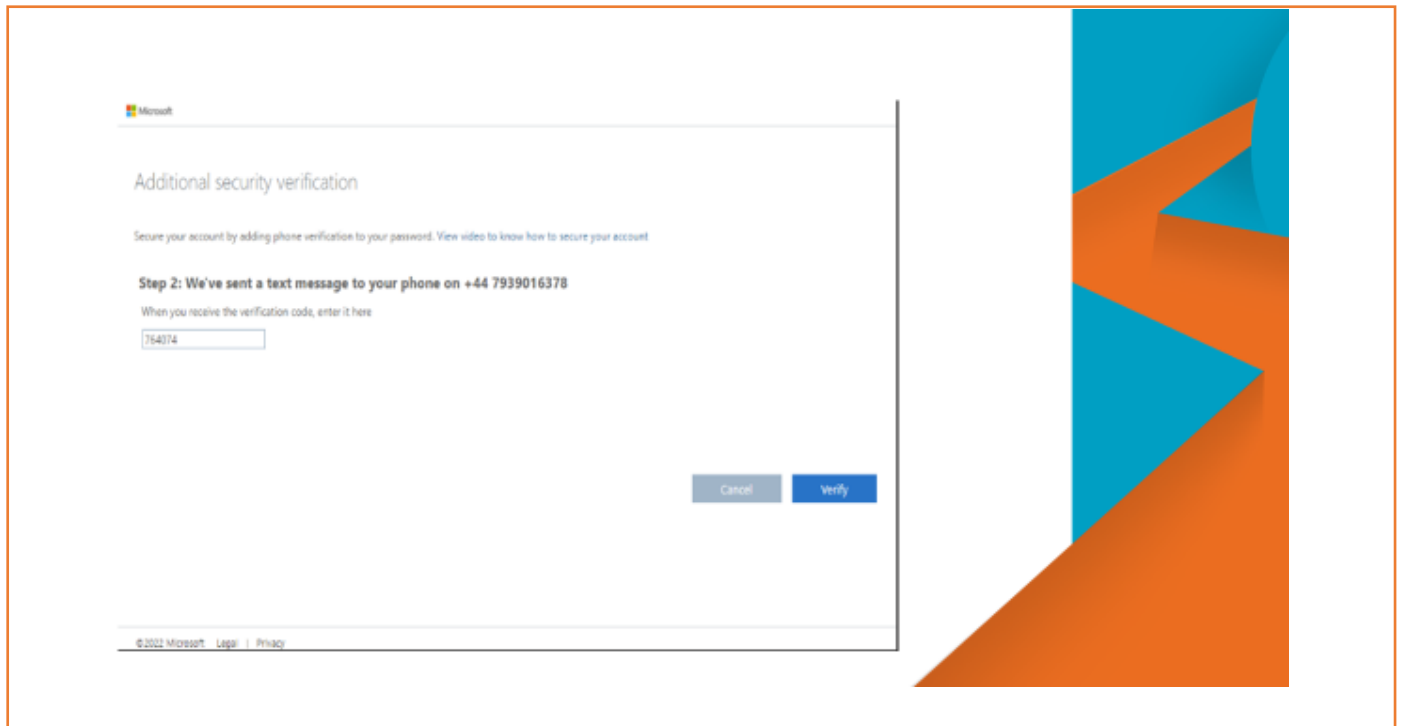
Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

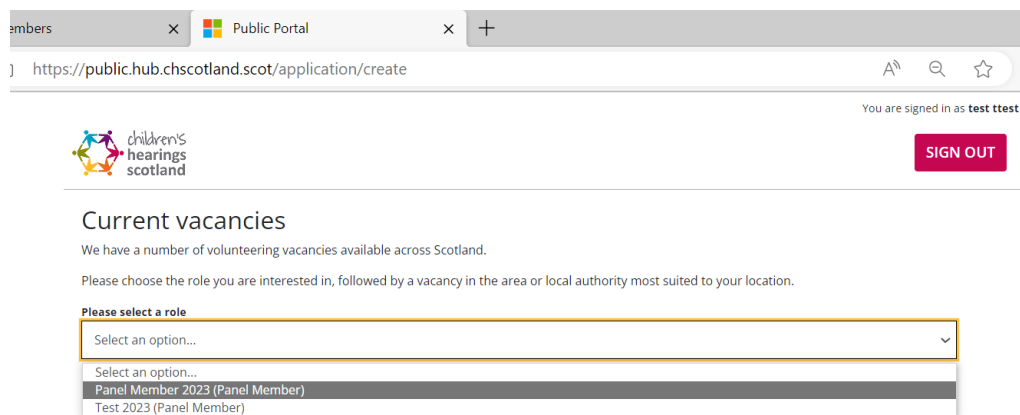
© 2022 Microsoft | Legal | Privacy



Please enter the code you received in your text message below.



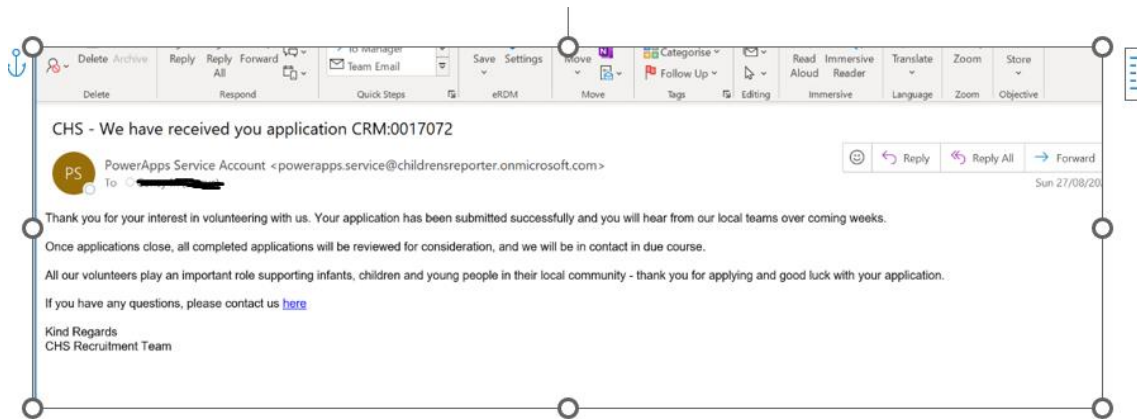
Once you have verified your account, you will move to the Current Vacancies. Please select 'Panel Member 2023' and then, the local authority area to which you wish to apply.



Please proceed to complete and submit the application. Please remember to save at each section. You can return to the draft application by referring to the original email you received with the link to 'Volunteer Recruitment Portal'.

It may be helpful to complete the sections on a word document and then, cut and paste answers into the digital application.

On submission of the form, you will receive the following message:



If you should require any support, please contact:
chsrecruit@chs.gov.scot

If you should wish to provide any feedback, please contact:
catherine.goodfellow@chs.gov.scot