



550 Hulet Drive, Suite 102  
Bloomfield Hills, MI 48302  
Tel. (248) 338-4280  
Fax. (248) 338-0480  
www.mediation-omc.org

# COMMUNITY MEDIATOR TRAINING APPLICATION

**Directions:** Complete this form as briefly and accurately as possible and return it to Oakland Mediation Center. Applications can be sent by mail to: 550 Hulet Drive Suite 102, Bloomfield Hills, MI 48302; Fax: (248)-338-0480; or email to [aturner@mediation-omc.org](mailto:aturner@mediation-omc.org).

## **Qualifications:**

Oakland Mediation Center is looking for citizens who wish to give back to the community by helping others resolve disputes as Community Mediators. We are looking for individuals who are/have:

- Availability during business hours
- Patience and like working with people
- Able to work well independently and with others
- Punctual and have good attendance
- Articulate and speak/write English fluently (multiple languages are a bonus, but not required)
- Willing to submit to and pass a background check and Department of Human Services clearance
- Age 21 and up
- Time to commit to serving the community as well as meeting service requirements and continuing education requirements
- Time to complete all 40 hours of training, two hour orientation, and ability to volunteer once weekly for two years, or more

## **Section One: Identifying Information (Never released without your permission)**

1. Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_
4. E-mail address: \_\_\_\_\_

## **Section Two: Identifying your special interests, and any experience you have that will contribute to the class and the field of conflict resolution.**

5. Why are you interested in becoming a mediator? \_\_\_\_\_  
\_\_\_\_\_
6. What kinds of disputes, if any, are you interested in? \_\_\_\_\_  
\_\_\_\_\_

7. What language do you read or write, or speak fluently, other than English? \_\_\_\_\_  
 \_\_\_\_\_
8. If you now have (or ever did have) a volunteer or paid job involving conflict resolution, what was/is it? \_\_\_\_\_  
 \_\_\_\_\_

**Section Three: Demographic Information. OMC uses this information only to help us in forming a panel representative of the community, and not to discriminate against anyone.**

9. Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
10. Ethnic Identity/ Nationality: \_\_\_\_\_
11. Gender: \_\_\_\_\_
12. Professional Background: \_\_\_\_\_
13. Educational Background: \_\_\_\_\_

**Section Four: Other Information**

14. No one can be accepted into this training class who cannot attend all 40-Hours of training and attend an all day Orientation. Is this a 100% attendance commitment that you can make?

\_\_\_\_\_ YES \_\_\_\_\_ NO

15. What days, times and locations are you available for unpaid volunteer work as a mediator, lasting up to 3.5 hours at a time?

- \_\_\_\_\_ Rochester Monday 9:00am-12:30pm
- \_\_\_\_\_ Pontiac Monday 1:00pm-4:30pm
- \_\_\_\_\_ Troy Tuesday 1:00pm-4:30pm
- \_\_\_\_\_ Waterford Wednesday 9:00am-12:30pm
- \_\_\_\_\_ Southfield Wednesday 1:00pm-4:30pm
- \_\_\_\_\_ Rochester Thursday 9:00am-12:30pm
- \_\_\_\_\_ Southfield Friday 9:00am-12:30pm
- \_\_\_\_\_ Pontiac Friday 9:00am-12:30pm
- \_\_\_\_\_ Hazel Park Friday 1:00pm-4:30pm

\_\_\_\_\_ Additional availability, please specify \_\_\_\_\_

16. If you have had previous training as a mediator, or in conflict resolution of any kind, where and when did it occur?

\_\_\_\_\_

17. Where did you hear about this training? \_\_\_\_\_

18. Do you have any special needs that we need to know about in order to help you participate in this training? \_\_\_\_\_

<b>PROFESSIONAL REFERENCES</b>		
<i>(Please list three professional references)</i>		
<b>Name</b>	<b>Company and Title</b>	<b>Telephone Number</b>

## APPLICATION PROCESS

OMC values volunteers whose sole motivation is to help the greater community peacefully resolve conflict, who can commit to the volunteer service requirements, who possess the necessary skills to act as third party neutrals, and whose mediation philosophy is compatible with that of OMC's mission and vision and The Mediator Standards of Conduct.

### **Step 1: Application**

OMC will review each application to ensure qualifications are met. If individuals meet the qualifications, they will be contacted to schedule an interview. If individuals do not meet the qualifications, they will be notified in writing.

### **Step 2: Interview**

At the interview, applicant's qualifications, interests, knowledge, skills and attitude will be discussed.

### **Step 3: Background Check**

A criminal background check and DHHS Clearance will be completed by those who are approved to complete the internship.

### **Step 4: Training and Orientation**

Once applicant has been approved and background check and clearance results have been received, they will sign a service agreement and be enrolled in the 40-hour training and complete a two-hour orientation.

### **Step 5: Service and Completion**

Upon completion of 40 half day sessions of volunteerism each year for two years, volunteers will be released from their service agreement and receive their certificate of training and certification of hours mediated. Volunteers may be invited to stay on the roster with OMC if they so choose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_