

**Buffalo Office**  
 Tri-Main Center  
 2495 Main Street, Suite 357  
 Buffalo, NY 14214  
 (716) 362-2323

**Lockport Office**  
 Bewley Building  
 Suite 403  
 Lockport, New York 14094  
 (716) 362-2323

**Erie County Family Court**  
 Erie County Family Court  
 Part 14- Mediation Office  
 Buffalo, New York 14202  
 (716) 845-2714

**Batavia Office**  
 Genesee County Court  
 1 West Main Street  
 Batavia, New York 14020  
 (585)344-2580 ext. 2440

**Jamestown Office**  
 Jamestown City Hall  
 200 E. Third Street 3<sup>rd</sup> Floor  
 Jamestown, New York 14701  
 (716) 483-7774

# CENTER FOR RESOLUTION & JUSTICE

## Mediator Application

All applications are reviewed on a **rolling basis**. Selected individuals will be invited to interview with a CRJ team member to discuss their interest and availability for the program. Due to **limited capacity** of the program, not all applicants who are eligible can be accepted.

**For Apprentice/ New Mediators:**

The Center for Resolution and Justice (CRJ) offers basic mediation training each fall. After completing a 30-hour Basic Mediation Training course with CRJ or equivalent training elsewhere, individuals may apply to apprentice as community dispute resolution (CDR) mediators with CRJ. For more information or to learn about additional training opportunities please visit our website at <http://cfsbny.org/programs/mediation/>.

Once accepted into CRJ's Mediator Program, the following requirements must be met to complete the program:

- Observe at least one mediation session involving a dispute between actual parties.
- Co-mediate or mediate at least three actual cases under direct supervision.
- Complete a solo mediation under observation.
- Debrief with mentors and CRJ staff, and participate in regular continuing education sessions.

**For Experienced Mediators:**

Once approved as a CRJ mediator, the requirements to maintain active status include, but are not limited to:

- Mediating a **minimum of 3** cases per calendar year.
- Participating in a **minimum of 4** continuing education activities (minimum 6 hours) through in-service training sessions offered by CRJ, self-learning or other CRJ-approved providers.

**Please attach additional pages as needed.**

Mediator Application			
CONTACT INFORMATION			
Name:		Age:	
Address:		City:	State:    Zip:
Primary Phone:		Phone: <i>(optional)</i>	
Cell:	Home:	Work:	Phone: <i>(optional)</i>
Cell:	Home:	Work:	Cell:    Home:    Work:
Email Address:			
Preferred time and manner to be contacted: _____			
_____			

*Please list three references with the complete contact information below. Additionally, include the nature and length of your relationship to each of the references in the space provided.*

**Reference 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Reference 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Reference 3**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**EDUCATION**

*In the space below, please list your past education beginning with secondary/ high school education.*

Institution	Location	Specialized Study/Major	Degree/ Diploma
<b>High School</b>			
<b>College/ University</b>			

**EXPERIENCE**

*In the space below, please describe your current employment as well as any past employment that you consider relevant to this program.*

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**Past Training Experience \*please attach copies of any relevant training certificates**

1. Have you completed your Basic Mediation Training? \_\_\_\_\_
2. If already completed where and when did you complete your Basic Mediation Training?  
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3. Please list the name(s) of your mediation trainers?

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4. Please include any additional details pertaining to your Basic Mediation Training that you feel is relevant to your application (*optional*).

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5. Have you had other advanced or specialized mediation training (divorce mediation, custody and visitation mediation, conflict coaching, etc.)? If so, please provide details.

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6. What previous service experience have you had in a volunteer capacity?

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7. Other than training, please describe any experiences you have had in any capacity with mediation.

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8. *OPTIONAL*: Furnish a resumé that highlights your mediation background and would further our understanding of your past experiences.

Additional Questions

1. What made you want to apply to become a volunteer mediator?

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2. Describe your expectations in applying for this mediation apprenticeship program. How do you imagine the experience will be useful in satisfying your interests and advancing future activities?

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3. In which of the following three counties would you be able to volunteer time for CRJ? *(Please check all that apply)*

- Chautauqua
- Cattaraugus
- Allegany

4. Do you have a valid driver's license and/ or reliable transportation?

- Yes
- No

5. What languages do you speak fluently? \_\_\_\_\_

6. *OPTIONAL*: Do you have any experience with a particular racial, ethnic or national community? If so, please provide details.

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7. Do you have relationships with any agencies or community organizations that may be potential referral sources for mediation?

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8. Is there any other information you would like us to have in considering your application?

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**CONCLUDING**

**If accepted to the CRJ Mediator Program, after successful completion would you be willing to commit at least three years of service on the Volunteer Mediation Panel?**

- Yes
- No

**What time commitment could you make to provide volunteer services at CRJ?**

- Mornings
- Afternoons
- Evenings

Applicants are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital sexual orientation or veteran status, or other legally protected status. Child & Family Services is a private, not-for-profit family service agency and an Equal Opportunity Employer.

By submitting this document the applicant attests to the accuracy of the responses herein, and authorizes CRJ to make inquiries to references and to secure any necessary verification of applicant's qualifications.\*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*Please submit this application to CRJ via email at [mediate@cfsbny.org](mailto:mediate@cfsbny.org) or by fax (716-483-7615). If you have any questions regarding the application or application process please contact us at (716-483-7774).**