



# ALTERNATIVE DISPUTE RESOLUTION PROGRAM

## Mediator Application & Agreement

NAME

TITLE

EMAIL

PHONE

AGENCY

ADDRESS

CITY / STATE / ZIP

SUPERVISOR

PHONE

**EDUCATION**    \_High School                      \_College                      \_Military

College and Major \_\_\_\_\_ Branch/Rank \_\_\_\_\_

**WILLING TO TRAVEL?** Yes No Limitations or Special Requests?

**ABILITY TO MEDIATE REMOTELY?** \_\_\_\_\_Yes\_\_\_\_\_No

Teleconference \_\_\_\_\_ Video (Zoom, Teams) \_\_\_\_\_

### MEDIATION TRAINING

DATE    # OF DAYS/HOURS    COURSE TITLE    ORGANIZATION PROVIDING TRAINING

DATE    # OF DAYS/HOURS    COURSE TITLE    ORGANIZATION PROVIDING TRAINING

DATE    # OF DAYS/HOURS    COURSE TITLE    ORGANIZATION PROVIDING TRAINING

### PROFESSIONAL AFFILIATIONS / MEMBERSHIPS

ORGANIZATION

ORGANIZATION

ORGANIZATION

ORGANIZATION



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## PROFESSIONAL CERTIFICATIONS / LICENSES

_____	_____	_____
TITLE	ORGANIZATION	DATE ISSUED
_____	_____	_____
TITLE	ORGANIZATION	DATE ISSUED
_____	_____	_____
TITLE	ORGANIZATION	DATE ISSUED

**MEDIATION EXPERIENCE** \_\_\_\_\_ **# OF CASES AS LEAD MEDIATOR** \_\_\_\_\_ **# OF CASES AS CO-MEDIATOR**

## TYPES OF CASES (Check or circle/highlight all that apply):

Workplace \_\_\_\_\_ Environmental \_\_\_\_\_ Multi-party \_\_\_\_\_ Cross cultural \_\_\_\_\_  
EEO \_\_\_\_\_ PP/Land use \_\_\_\_\_ Facilitation \_\_\_\_\_ Community \_\_\_\_\_  
Grievance \_\_\_\_\_ Commercial \_\_\_\_\_ Trainer \_\_\_\_\_ Family \_\_\_\_\_  
Harassment \_\_\_\_\_ Consumer \_\_\_\_\_ Organizational Development \_\_\_\_\_ Other: Explain \_\_\_\_\_

**ADDITIONAL SKILLS** Sign Language \_\_\_\_\_ Fluent in Language(s) \_\_\_\_\_

\_\_\_\_\_

**REFERENCES** (Please list three references with direct knowledge of your mediation experience (i.e., co-mediators, program manager, etc.)

_____	_____	_____
NAME	RELATIONSHIP TO APPLICANT	PHONE
_____	_____	_____
NAME	RELATIONSHIP TO APPLICANT	PHONE
_____	_____	_____
NAME	RELATIONSHIP TO APPLICANT	PHONE



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## ADDITIONAL INFORMATION YOU WOULD LIKE US TO KNOW ABOUT YOU

I certify that the information provided in this form and supporting documentation is true, accurately reflects my qualifications, and is subject to verification.

\_\_\_\_\_  
MEDIATOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

## INSTRUCTIONS

1. Complete and sign this fillable .pdf form on your computer
2. Read and digitally sign the Mediator Agreement and Standards of Conduct on the next pages



# ALTERNATIVE DISPUTE RESOLUTION PROGRAM

## Mediator Agreement and Standards of Conduct

To promote uniformity of practice and one culture in the Seattle FEB ADR Program, these standards of ethical conduct will apply to all ADR Program mediators, regardless of their employment status with the Federal Government, when they are representing the Seattle FEB ADR Program in any matter.

1. A mediator will disclose all actual and potential conflicts of interest reasonably known to that mediator. If all parties agree to mediate after being informed of the conflicts, the mediator may proceed with the mediation. If at any time the mediator believes the actual or potential conflict of interest casts serious doubt on the integrity of the process, the mediator shall decline to proceed.
2. A mediator will avoid the appearance of conflict at all times. A mediator will not subsequently establish a professional or personal relationship with any party in a related matter or in an unrelated matter under circumstances that would raise legitimate questions about the integrity of the mediation process.
3. A mediator will not solicit business contacts for personal gain during SFEB ADR Program mediations or while representing the SFEB ADR Program on other matters.
4. Mediators will conduct mediations in an impartial manner. The concept of impartiality is central to the mediation process. If at any time the mediator is unable to conduct a mediation in an impartial manner, the mediator is obligated to withdraw. A mediator shall avoid conduct that gives the appearance of partiality toward one of the parties.
5. A mediator will promote self-determination in mediation. Self-determination is the fundamental principle of mediation. It requires that the mediation process rely upon the ability of the parties to reach a voluntary, non-coerced agreement. Any party may withdraw from mediation at any time. The primary role of the mediator is to facilitate a voluntary resolution of a dispute. Parties will be given the opportunity to consider all proposed options.
6. A mediator will meet the reasonable expectations of all parties, and will abide by the agreement to mediate, with regard to confidentiality. A mediator will not disclose any matter that a party considers confidential unless given permission by that party, unless the mediator is otherwise required to disclose by law or other public policy. A mediator will discuss with a party the confidential nature of a private session or caucus before undertaking the session or caucus.
7. A mediator will not communicate information about how the parties acted in mediation, the merits of the case, or settlement offers, other than as part of ADR Program debriefing with the Program Manager.
8. Mediators will conduct mediations fairly, diligently, and in a manner consistent with the principle of self-determination by the parties. A mediator will work to ensure a quality process and to encourage mutual respect among the parties.
9. A mediator will provide timely, honest feedback to a co-mediator during each debriefing session and subsequently to the Program Manager.



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Whenever it becomes known or alleged that a mediator has violated the above standards, the ADR Program Manager will handle the matter. The will include a review of any complaints of mediator conduct or performance, resulting from either a consistent pattern of performance problems noted on mediator feedback forms or from calls received by the Program Manager from members, client agencies, or mediation parties.

Following this review the Program Manager may take no action, assign additional training, require further observations by a certified mediator, establish a probationary period, dismiss the mediator from Program, or other appropriate action. The Program Manager may disclose information on a need-to-know basis to the SFEB Executive Director.

## Read and Sign the Following Statement

I hereby certify that the information provided in this form or attached is true to the best of my knowledge and belief and accurately reflects my qualifications to provide dispute resolution services in cases referred through the Seattle Federal Executive Board Alternative Dispute Resolution Program. I understand that all information herein is subject to verification.

I agree to serve as a volunteer Seattle Federal Executive Board (SFEB) ADR Program Mediator.

I agree to participate in a minimum of four ADR Program activities per year. Activities include, but are not limited to, mediations, facilitated conversations, meetings, training sessions, and special projects.

I agree to keep my supervisor apprised of my dispute resolution work and to ensure that this project will not interfere with my daily work responsibilities. Furthermore, I hereby agree that if any problem arises related to my involvement as a neutral or any representations I have made related to this program, it shall be resolved by the Seattle Federal Executive Board and ADR Program Manager whose determination shall be final on all matters. I have read the Standards of Conduct for Mediators above and agree to abide by all such standards when acting as a neutral under this program.

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**Signature of Applicant**

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**Date**

## Statement of Applicant's Supervisor

I have reviewed the information on this form and believe it to be accurate. Additionally, I approve of this applicant's participation in the Seattle FEB Alternative Dispute Resolution Program.

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**Signature of Applicant's Supervisor**

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**Date**

### INSTRUCTIONS

1. Complete and sign the Mediator Application and Mediator Agreement and Standards of Conduct
2. Save As - YOUR NAME – MEDIATOR APP-AGREEMENT
3. Email to David Bayliff, SFEB ADR Program Manager | [david.m.bayliff@faa.gov](mailto:david.m.bayliff@faa.gov)