

**APPLICATION FORM FOR SELF-EMPLOYED COUNSELLORS
WHO WISH TO BE CONSIDERED TO PROVIDE COUNSELLING FOR DRCS**

Please complete this form and return to the address above by 10th July 2008

Candidates will be selected for interview solely on the basis of information provided on this application form. Please **do not** send a CV. If you require more space to answer any of the questions please continue on a separate sheet, clearly named, and firmly attached to this application form.

1. Personal details

Title (Mr/Mrs/Miss/Ms/other)

Surname

First name

Address

Postcode

Tel: Day _____ **Evenings** _____ **Mob.** _____

Email address? _____

2. Referees

Please supply details of two referees:

Name

Name

Position

Position

Address

Address

Postcode

Postcode

(Please provide at least one phone number)

(Please provide at least one phone number)

Telephone: W

Telephone: W

H

H

Mobile:

Mobile:

Capacity in which you know referee:

Capacity in which you know referee:

3. Personal health

If you have a disability, do you require any specific arrangements to enable you to attend for interview? Yes No

If so, please give details

BACP Accredited Service
Patrons: Professor Colin Feltham ▪ Mrs C M N Crowther

4. **We are recruiting for several counselling posts.** Please tick the one(s) you are interested in.

To be available for work beginning late summer or early autumn:

1. I can offer a commitment of 6 to 8 hours a week to include at least 1 evening a week (between 5 pm and 8 or 8:30 pm).

To be placed on DRCS's register of counsellors to work on a locum basis:

3. I am applying for a place on the register and can work at least one morning or afternoon on a weekday.
 4. I am applying for a place on the register and can work at least one evening a week.

If you ticked more than one box what is your order of preference?

5. Your availability

On which days would you be available? Please indicate in the appropriate columns

	MON	TUES	WED	THURS	FRI
a.m.		No rooms free			
p.m.		No rooms free			
Evenings (5-8 or 8:30)					Not applicable

At present we hold most training, individual and group supervisions on a Tuesday morning. Would this be possible for you? Yes No

6. Counselling qualifications and training

Please list qualifications, provide the name of the institutions, the dates and, if the course was accredited, the name of the accrediting organisation.

7. Accreditation

Are you accredited? Yes No

If so, with which professional counselling body?

When were you first accredited as a counsellor?

If you are not accredited, please tell us if you are working towards accreditation, which professional body you plan to seek accreditation with and give us an idea of the expected time scale.

If you are not accredited, please tell us how many hours of counselling experience you have that will count towards accreditation.

8. Employment history

Please list present/most recent position first. If there are gaps, please tell us what you were doing in the gaps.

<u>Employer</u>	<u>Job title</u>	<u>Dates from/to</u>	<u>Reason for leaving</u>
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9. Current counselling work

Please give brief details of the counselling work you are undertaking at present.

10. Special interests

Do you have specific counselling experience/expertise?

- | | | |
|---|--|---|
| <input type="checkbox"/> Bereavement | <input type="checkbox"/> Children | <input type="checkbox"/> Couples |
| <input type="checkbox"/> Anger management | <input type="checkbox"/> Abuse | <input type="checkbox"/> Eating disorders |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Other (please list) _____ | |

Please outline any relevant training and experience that you have undertaken to support this special interest.

11. Voluntary sector

What experience, if any, do you have of working (either paid or unpaid) in the independent 'voluntary' sector?

12. Other relevant training, experience or personal qualities

Please describe any other experience, skills or qualities you have that you feel may be relevant to your application.

13. Counselling model

Please identify the counselling models you use and describe your approach

14. Transport

Do you have permanent use of a car?

Yes No

Do you have a full, clean, current driving licence?

Yes No

If the answer to either question is NO, please explain how you will make yourself available.

15. Police check

All DRCS counsellors are asked to agree to a Criminal Records Bureau check for child protection and vulnerable adult protection. Would you be willing to undergo one? Yes No

16. Entitlement to work in the United Kingdom

Before a counsellor joins our team, we will be obliged to ask for evidence of entitlement to work in this county. Are you able and willing to provide a valid passport or other documents proving your entitlement to work in the UK? (A list of acceptable other documents can be provided on request.)

Yes No

To the best of my knowledge my responses to questions on this application form reflect the true situation. I understand that if I have knowingly provided false or misleading information in my responses, any possible work agreement entered into with DRCS would be terminated.

Signed

Name

Date