

**DRCS RECRUITMENT OF SELF-EMPLOYED COUNSELLORS  
APPLICATION PACK 2008**

Dear candidate

Thank you very much for responding to our advertisement for self-employed counsellors to join the DRCS team. On this web site you will find:

- Application Form
- Equal Opportunities Monitoring Form
- Basic Job Description
- Background information about DRCS
- DRCS leaflet

Meanwhile, some instructions:

- Please do not send a CV. We will use the information you provide on the application form to prepare the short-list of candidates to be invited to an interview.
- The first sheet, with the personal details on, will be removed before the interview panel receives the papers for shortlisting.
- **The final date for receipt of applications is Thursday 10th July 2008.** Please send your signed application to us through the post or by hand delivery but please note:
  - We do not have the facility to receive hand delivered applications outside of normal office hours
  - We are not able to accept applications by e-mail
  - If you post your application, please ensure you have correct postage on it. (A4 sized or thick C5 sized envelopes require more postage than smaller envelopes.)
- If you would like acknowledgement of your application please also enclose an SAE marked 'Receipt of application confirmation'.
- Candidates short-listed for interview will be informed by 18<sup>th</sup> July. We will also contact all those that have not been successful.
- We will contact all referees of short-listed candidates. The interview panel will not read the references until after the interview. Please let us know if you do not wish your referees to be contacted should you be short-listed.
- Interviews will be conducted on Monday 28<sup>th</sup> July 2008.
- We are not able to pay travel expenses.

Thank you very much.

Yours sincerely

Teddi Carlson  
Manager

25<sup>th</sup> June 2008

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

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