**Relate Coventry & Warwickshire**

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| APPLICATION FOR THE POST OF:  **Qualified Children and Young People’s Counsellor** | CLOSING DATE:  **Friday 6th July 2023** |

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| **PERSONAL**  (In block capitals or typescript, please) | |
| Surname  Other Names:  Address: (Include Post Code) | Daytime Telephone:  Evening Telephone:  Email Address: |
| Do you have a current, full driving licence? YES / NO  Please give any details of any endorsement/penalty points: | |
| Do you have your own transport? YES / NO | |
| Do you require a work permit? YES / NO | |

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| **EDUCATION/QUALIFICATIONS AND TRAINING**  Please include all relevant qualifications obtained and other training courses attended | | |
| **ESTABLISHMENT** | DATE(s)  **OBTAINED/ATTENDED** | **QUALIFICATION(s)/TRAINING** |
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| **PRESENT OR MOST RECENT OCCUPATION** | | | | |
| ORGANISATION | JOB TITLE | DATE  COMMENCED | DATE LEFT  (If applicable) | SALARY |
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| Brief description of your role (and, if applicable, your main reason for leaving): | | | | |

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| **PREVIOUS OCCUPATIONS / VOLUNTEER WORK OVER THE LAST 10 YEARS**  (Please enter most recent first) | | | | | | |
| ORGANISATION | JOB TITLE  (Clarify if necessary) | | FROM  (Month/Year) | TO  (Month/Year) | | REASON FOR LEAVING |
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| **Number of supervised counselling hours with:** | | 5 – 10 year olds  …………………years | | | 11 – 18 year olds  …………………years | |

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| **SUPPORTING INFORMATION** |
| Before completing this section please read the enclosed Job Description and Person Specification carefully. Use each requirement listed in the Person Specification as a heading and demonstrate how you meet the requirement by giving relevant details of your experience, skills and knowledge gained in employment, voluntary work or elsewhere. Also, say briefly why you are applying and why you feel you are suitable for this post. |
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| **REFERENCES** (In block capitals or typescript, please) | |
| PLEASE GIVE THE NAMES OF TWO REFEREES WHO ARE ABLE TO COMMENT ON YOUR WORK ABILITY; ONE REFEREE AT LEAST SHOULD BE YOUR PRESENT OR MOST RECENT EMPLOYER, IF YOUR CIRCUMSTANCES PERMIT. RELATIVES CANNOT BE ACCEPTED AS REFEREES. | |
| NAME:  COMPANY NAME:  ADDRESS:  POSITION:  EMAIL ADDRESS: | NAME:  COMPANY NAME:  ADDRESS:  POSITION:  EMAIL ADDRESS: |
| Your referees will be contacted only if you are short-listed for interview. If such an arrangement is unacceptable to you, please tick this box. | |

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| **REHABILITATION OF OFFENDERS’ ACT, 1974** |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1976. You are therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated as strictly confidential. |
| Have you been convicted of a criminal offence YES / NO  (other than “spent” convictions under the 1974 Act)? |
| If “Yes”, please give details including the nature of the offence, dates, length of sentence |

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| GENERAL |
| Please complete and return the enclosed Equal Opportunities Monitoring separately.    If you were appointed, when would you be available to take up the post? ------------------------------  Where did you see the advertisement for this post? ----------------------------------------------------------  **DECLARATION**  I declare that the above information is true and complete and understand that any wilful misrepresentation or omission may result in dismissal. I also understand that any appointment will be subject to a satisfactory health clearance and an Enhanced Disclosure and Barring Criminal Records check being completed.  Signed ------------------------------------------------------------- Date --------------------------------------- |

**Committed to Equal Opportunities**

Please return this form, once completed via email to: karen.rutherford@relatecoventry.org

Or by post to: Relate Coventry & Warwickshire, 1110A Elliott Court, Coventry Business Park, Herald Avenue, Coventry, CV5 6UB

Please give details of any special requirements in attending an interview.

We will only be able to respond to those applicants who have been short-listed for interview.