



- Please complete in **black ink or typescript**.
- Please complete **ALL** sections of the form even if you choose to include your C.V.
- Clearly mark your name on any sheets you enclose with this form.
- Counselling Issues Direct is committed to Equal Opportunities within its employment practices. The enclosed Equal Opportunities Form will be removed before short listing and will remain confidential to the Human Resources Department.
- If you are successful in your application we will keep this form on your personal file. All other applications are kept securely for 12 months and then destroyed.
- If your application is successful and you are offered a placement a copy of this application form will be given to the manager.

Please return your completed application form to [info@cidcounselling.co.uk](mailto:info@cidcounselling.co.uk)

How did you hear about volunteer placements with Counselling Issues Direct?						
College – Tutor	College - Presentation	College - Peer	Website (please state)	Advert (please state publication/place)	Word of Mouth (please state)	Other (please state)

PERSONAL DETAILS	
Title: Mr/Mrs/Miss/Ms/Dr/Other	
First Name(s):	Surname:
Address:	
Home Tel:	Mobile Tel:
Work Tel:	Email:
May we contact you at work? Yes/No	Can we contact you by email? Yes/No
Please provide preferred method of contact:	

PLACEMENT PREFERENCES
<i>We work in the following areas, please circle the area in which you would like your</i>

<b>placement:</b>							
Forest Gate							
<b>London Areas: At present the Placement is only available at Newham Only.</b> <i>(please grade the following options 1 - 6, with 1 as your preferred area and 6 your least desired)</i>							
<b>Newham</b>	Tower Hamlets	Barking/Dagenham	Hackney	Redbridge	Waltham Fore		
<b>Please circle which day(s) you will be available for placement please be flexible.</b>							
Monday	Tuesday	Wednesday	Thursday	Friday			

<b>EDUCATIONAL AND COUNSELLING QUALIFICATIONS</b>			
<b>Which of the following statements best describes you</b>			
I am a Trainee/Student Counsellor	<input type="checkbox"/>		
I am a Qualified Counsellor/Therapist	<input type="checkbox"/>		
I am a Qualified Counsellor/Therapist in post qualification training	<input type="checkbox"/>		
I am an Accredited Counsellor/Therapist	<input type="checkbox"/>		
Other	<input type="checkbox"/>	please specify _____	
<i>Starting with your most recent qualification, please list the relevant courses you have completed, are currently studying and any you intend to study in the forthcoming academic year.</i>			
<b>University/College/School</b>	<b>Dates of Course Attended</b>	<b>Course Title &amp; Awarding Body</b>	<b>Qualification Type and/or Grade gained</b>

**CURRENT COURSE REQUIREMENTS**

Please provide details of your placement requirements below. If no requirements please state "None".

Many of our Trainee Counsellors are working towards qualification or accreditation. In order to do this they need to accumulate a number of clinical hours.

Do you require this placement for clinical hours? (Please circle) Yes/No

All our supervisors are qualified and experienced therapists and your supervision will meet BACP & UKCP regulations. However, some colleges have certain requirements for their student placements, such as an accredited supervisor or a supervisor with a particular theoretical orientation. If this is the case we will do our best to accommodate your needs. Please check with your college if you are unsure.

**PERSONAL COUNSELLING AND PSYCHOTHERAPY**

Please provide details of any counselling or psychotherapy you have received/are receiving with dates and the orientation of your therapist.

**EMPLOYMENT HISTORY**

Starting with the most recent, please provide details of your last 5 years of employment (including any voluntary work you may have done). Please ensure that you include all relevant experience of working with adults.

<b>Name and Address of Employer/Organisation</b>	<b>Job Title and Main Responsibilities</b>	<b>From – To</b>

**Counselling Issues Direct**

**Have you ever applied to Counselling Issues Direct before in a paid or voluntary capacity?**  
Yes/No

**Have you ever worked or volunteered for Counselling Issues Direct?** Yes/No  
(If answered yes to any of the above please provide details including dates below).

## REFERENCES

Please give the names and addresses of 2 people unrelated to you who are able to provide a reference

**Reference 1:** - If you are currently training as a Counsellor, we ask that one of your referees is your course tutor. If you are a Qualified Counsellor, we ask that one of your referees is your Clinical Supervisor.

**Reference 2:** - This should be an employer (preferably an existing employer, otherwise an ex-employer) who has known you for at least 2 years. If you are unable to provide an employer reference (e.g. because you had worked for a relative or have not worked for some time) please provide the name of someone who is able to provide a character reference. This should be a doctor, teacher, religious representative, lawyer, or other professional person.

**(Reference 1) Name:**

Address:

Postcode:

Tel:

E-mail:

Position:

Relationship to you:

**(Reference 2) Name:**

Address:

Postcode:

Tel:

E-mail:

Position:

Relationship to you:

## CRIMINAL RECORD

Have you ever been cautioned for or convicted of a criminal offence?

YES/NO

If yes, please give details of the offence and sentence imposed (including suspended sentences) in a sealed envelope. As the voluntary placement will involve access to vulnerable individuals, the placement is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 and you will be required to undertake an Enhanced Disclosure from the Criminal Records Bureau. Please contact us if you would like further information.

**We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice.**

**RELEVANT KNOWLEDGE, EXPERIENCE & SKILLS**

Please supply additional information in support of your application. Selection is based on personal qualities, experiences, and qualifications. Please provide details of information that you feel is relevant (your supporting statement should have no more than one additional page attached).

I declare that the information I have given is accurate and true and any false or misleading information given on this form may lead to my placement being withdrawn.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Ensuring Equality in Recruitment and Selection for Paid and Unpaid Positions



Issues Direct

The Equal Opportunities Commission, Commission for Racial Equality and the Disability Rights Commission strongly recommend that monitoring is effectively carried out and The Counselling Issues Direct fully supports this.

Counselling Issues Direct actively monitors the selection process to ensure that no one applying for a post within Counselling Issues Direct receives less favorable treatment on the grounds of sex, marital status, gender, disability, race, ethnic or national origins, age, sexual orientation or religious or political opinion. Equality of opportunity, fairness, acceptance of differences and the rights of individuals, including the right to work in an atmosphere free from intimidation, are important values held by The Counselling Issues Direct and we are committed to tackling them in all aspects of our work.

In order to enable us to regularly monitor and assess whether equality of opportunity is being achieved, please complete this form and return it with your application form.

**Rehabilitation of Offenders Act 1974.** As Counselling Issues Direct meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants offered employment/placement will be subject to a criminal record check from the Criminal Records Bureau before appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

**Completing the form is voluntary. However, completing the form will enable us to carry out the effectiveness of our monitoring policy. The information will be separated from your application as soon as it is received. It will not be passed onto anyone involved in shortlisting or appointment to this post.**

Post applied for:

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Are you?

Male

Female

Are you?

<20

21-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60+

would prefer not to say

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**The Disability Discrimination Act 1995** defines a disabled person as someone with a physical or mental illness impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal, day-to-day activities.

**Do you consider yourself to have a disability which may affect your employment/placement?**

Yes / No

If Yes, Please provide details

**What adjustments would need to be made to assist you in carrying out the duties of this post, if appointed?**

**Would any adjustments need to be made to the interview process to assist you in your application?**

Yes/No

If yes, please provide details:

**What is your Ethnic Group?**

Please choose one section from (a) to (e) and then put a cross or tick in the appropriate box to indicate your cultural background (as recommended by the Commission for Racial Equality).

**(a) White**

- British
- English
- Scottish
- Welsh
- Irish
- Any other White background, please state

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**(d) Black or Black British**

- Caribbean
- African
- Any other Black background, please state

**(b) Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please state

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**(e) Chinese or Chinese British or other ethnic group**

- Chinese
- Any other, please state

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**(c) Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please state

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