

**Focus Counselling Application Form**

|  |
| --- |
| **Post Applied For: Trainee Counsellor** |

|  |  |
| --- | --- |
| **Name** |  |
| **Current address** |  |
| **Contact Information** | **Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| **Do you have the right to take up employment in the UK? YES / NO** |
| **If the answer is no, please provide further details:** |

**Qualification and Education**

|  |
| --- |
| **Please list from GCSE or equivalent to degree level, and post graduate study in chronological order** |
| **Establishment**  | **Qualification Received / Date** |
| **Professional Memberships** |
| **Please list membership of any professional bodies (BACP, HPC, NCS etc.)** |
| **Professional Body** | **Membership (Inc Student)** |

**Employment History**

**Please list your present or most recent position, including any voluntary positions held:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from** | **Dates to** | **Name of Employer** | **Job title, description of duties, responsibilities,** **and reason for leaving** |

|  |
| --- |
| **Do you hold a full driving licence? If yes, do you have any current endorsements?** |
| **Do you have any other training, qualifications, skills or personal qualities relevant to the post?** |
| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education** |
| **Please use this space to say why you are interested in the post for which you have applied (*continue on additional sheet if necessary*). Please state why you feel you are the best person for the job and provide any further information that may assist you in this application.****Do you hold a current DBS check? Yes/No.** **If the answer to the above question is yes please attach a copy****Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, clearly outline who your referees are:****Reference 1 :****Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position (Job Title) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Work relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Organisation Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Reference 2 :****Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Position (Job Title) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Work Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Organisation Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Declaration** **I hereby certify that all the information given by me on this form is correct to the best of my knowledge & all the questions relating to me have been accurately & fully answered.****Signed :** |