OUR REF. NO:

**Application Form**

**School Counsellor (Part-time)**

**March 2017**

**Application Forms must be completed electronically**

**and returned to the address below by**

**1pm on 27th March 2017**

**(application forms will not be accepted by email)**

**Return to:**

**The Application Officer**

**Northdown Enterprises Ltd**

**3 Glenford Way**

**Newtownards**

**Co. Down**

**BT23 4BX**

**T 028 9182 1721**

**APPLICATION FOR EMPLOYMENT**

Please complete this information form electronically. This form should be returned to the above address. Please remember to sign the form before returning.

Please note that the monitoring form must be returned to us by post to the name/address on the form.

Schools Counsellor (Part-time, Temporary Contract)

Position Applied For:

**PERSONAL DETAILS**

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| Name |  | |  | Address |  |
|  |  | |  |  |  |
| Town of Birth |  | |  |  |  |
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| Telephone |  | |  |  |  |
|  |  | |  |  | |
| Email |  | |  | Postcode | |
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**EDUCATION HISTORY**

**Schools**

**Colleges/Further Education/University**

**Qualifications Obtained**

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| Qualification | Qualification |
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**PREVIOUS EMPLOYMENT** begins with current or last employer and work backwards

Please explain any gaps in employment (if applicable)

| Name & Address of Employer | Position Held & Reporting Line | From/To  Month & Yr | Give full Details of the Job | Rate of Pay/Reason for Leaving/Notice Period (current only) |
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**REFERENCES**

Please give details of **two** Referees, one of which should be your last or current employer. These referees may be approached following the interview stage, unless you specify otherwise.

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
|  |  |  |  |  |
| Organisation and address | |  | Organisation and address | |
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| Telephone |  |  | Telephone |  |
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| Email |  |  | Email |  |

**ESSENTIAL CRITERIA**

Using the Person Specification, how do your qualifications, skills, experience and abilities relate to this post? You must demonstrate how you adequately meet the following criteria as listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis. Please use continuation sheets if necessary.

**Skills and Experience**

1. Qualifications: Please specify the level and awarding body of your counselling qualification. Minimum qualification required is a Level 4 Diploma in Counselling or equivalent.

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1. To work for Familyworks you need to be registered and accredited, or working towards accreditation with an accrediting professional body, such as BACP, IACP, NCS, ACC, BABCP or PTUK. ***Please specify registration number, membership number and accrediting body.***

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1. Describe your counselling experience to-date. Experience must include **at least 200** supervised counselling hours (may include placement hours).

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1. Describe your experience of counselling school-aged children (3-18), including the range of ages you have worked with. Experience must include **at least** **40 hours** of counselling children and young people.

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1. In relation to your work with young people, describe how you have identified and then managed risk in relation to safeguarding concerns. Demonstrate your understanding of legal and ethical issues.

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1. Give an example of when you worked systemically with a young person. Mention how you liaised with any other agencies that were involved.

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1. Please provide an example of how you developed a co-operative relationship with senior staff e.g. with key contacts or designated teaching staff in school or other youth setting.

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1. Please provide two examples of your ability and experience in engaging constructively with children, young people and adults (**at least one from each group**), from a variety of ethnic and social backgrounds promoting anti-discriminatory and anti-oppressive practice

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1. Please provide evidence of your ability to work autonomously and take responsibility for managing own workload.

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1. Give examples of how you critically evaluate your own work. Describe how this contributed to the evaluation of the overall effectiveness of the service.

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1. Give an example of any group work you have delivered to-date. If you do not have group work experience, are you willing to undertake group work with children and young people if training is provided.

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1. What are the qualities of an effective team member? Please give an example of when you demonstrated these.

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1. Describe how you use clinical supervision.

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1. The aims and values of Familyworks are ‘Integrity, Respect, Care, Safety, Generosity and Excellence’. How will you compliment these values in everything you do?

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1. Describe your experience of using a database system to record information. Please detail your experience with Microsoft Office packages.

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1. Please explain if and how you meet any of the desirable criteria.

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1. Please tell us in your own words what you believe you would bring to Familyworks and why you believe you are well suited to this position.

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**ELIGIBILITY TO WORK IN THE UK**

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| Are you eligible to work in the UK? : YES □ NO □  You will be required to provide documentation to support this claim  (under the Immigration, Asylum and Nationality Act 2006) if offered the post. |

**POLICE CHECK INFORMATION**

Familyworks works with children, young people and vulnerable adults. Therefore all employees must declare criminal offences (whether or not they are spent) and are subject to a police check.

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| Have you ever been convicted by a court of a criminal offence? YES □ NO □  If yes, please give details including dates and court where convicted  Are you subject to any current or outstanding disciplinary procedures or legal action? YES □ NO □  If yes, please give details |

**DECLARATION**

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.  I hereby give written consent that Northdown Enterprises Ltd may carry out a check with the Police.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |