# 

**APPLICATION FORM**

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### **APPLICATION FORM**

# Position: Sessional Children’s Counsellor

## Please complete all sections in full using black ink or typed if not applying online.

1. **BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  (Block letters) | Forenames:  (Please underline name by which you are known) | | Title:  (Mr/Mrs/Ms etc.) |
| Permanent Address:  Postcode: | | Address for Correspondence:  Postcode: | |
| Telephone Numbers:  Home:  Mobile: | | Office:  Email: | |

|  |
| --- |
| Do you hold a driving licence? Yes No  Do you have access to a car? Yes No |

|  |
| --- |
| Have you been convicted of a criminal offence?  Yes No  If yes, please give details  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please give details of educational qualifications, e.g. GCSE, ‘O’ and ‘A’.** | | | | |
| Examining Board | Examination Year | Subjects | Qualification Level | Grade/result |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give details of any relevant third level qualifications | | | | |
| University/College | Degree/Diploma | Result | Main Subjects | Date of Award |
|  |  |  | . |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please give details of any relevant postgraduate and further qualifications not included above** | | | | |
| Awarding Body | Type of Qualification | Level of Qualification | Date of Award | Professional Membership Status |
|  |  |  |  |  |

**3. TRAINING AND DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please detail any training/development courses which you believe are relevant to this post and details of qualifications/accreditation acquired.** | | | |
| Course | Dates attended | Details of course | Accreditation (if any) |
|  |  |  |  |

# 4. EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please give details of ALL employment from leaving school including any periods of temporary employment. Please start with most recent employment.** | | | | |
| Employer’s name, address and nature of business | Title, reporting relationship and brief description of duties | From | To | Reason for leaving |
|  |  |  |  |  |

**5. JOB CRITERIA**

In each of the following sections please state how you meet the criteria stated in the job details, giving examples and specifying dates as appropriate.

Please note that the boxes can expand to enable you to answer fully.

|  |
| --- |
| **KNOWLEDGE AND QUALIFICATIONS** |
| **5.1 Please describe in your own words your academic interests and qualifications for this job, explaining how they relate to your earlier career.** |
|  |
| **5.2 Please give details of relevant experience you have had working with vulnerable children and young people** |
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| --- |
| **Desirable Criteria** |
| **5.3 Please explain what you feel you can contribute to this post in practical terms.** |
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| --- |
| **SKILLS AND ABILITIES** |
| **5.4 Please give details of any further skills & abilities you possess that would enhance your performance in this role.** |
|  |

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| --- |
| **ATTITUDES AND VALUES** |
| **5.5 Please explain the attitudes and values you would bring to this challenging post.** |
|  |

**6. REFERENCES**

Please provide the name of your current/most recent employer and one other person who can provide a reference. (If you were not previously employed please provide details of a teacher, lecturer or other professional who can comment on your ability and attitude.) Jigsaw Community Counselling Centre will not contact your referees without your prior permission.

|  |
| --- |
| **Current/most recent employer** |
| **Name:** |
| **Title:** |
| **Address:**  **Postcode:** |
| **Position held:** |

|  |
| --- |
| **Second referee** |
| **Name:** |
| **Title:** |
| **Address:**  **Postcode:** |
| **Position held and relationship to yourself:** |

1. **DISABILITY (Please note this question is used for the purposes of determining any reasonable adjustments a candidate may require if successful in obtaining this post. Any candidates who declare a disability will be given equal consideration).**

|  |  |  |
| --- | --- | --- |
| Do you consider you have a disability? | Yes | No |
| Disability is defined as ‘any physical or mental impairment, which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.’ | | |
|  | | |

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| How did you learn about the vacancy? |  |
| Press advertisement, please detail: |  |
| Other source (please detail) |  |

**10. DECLARATION** (Candidates who submit their application by email and who are subsequently invited to interview, will be asked to sign their application at that stage).

|  |  |
| --- | --- |
| I declare that the information I have supplied above, and any additional information supplied is to the best of my knowledge true and complete.  I also understand that only applications containing all the information requested will be considered.  I understand that if found to have knowingly given false information or to have wilfully suppressed any material fact that I shall be liable for disqualification or, if appointed, dismissal. | |
| Signed \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Jigsaw Community Counselling Centre is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, age, race, political opinion, marital status, sexual orientation or whether or not they have dependants. Appointments will however be made strictly on merit.

**Completed applications to be returned by 4pm on 7th August 2017 by post or email to:**

Senior Coordinator

Jigsaw Community Counselling Centre

815 Crumlin Road

Belfast

BT14 8AA

Telephone: 028 95438166

Email: vicki.jigsawccc@gmail.com