OUR REF. NO:

**Application Form**

**School Counsellor (Bank)**

**September 2018**

**Application Forms must be completed electronically**

**and returned to the address below by**

**12pm on 28th 2018**

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

**Return to:**

**The Application Officer**

**Northdown Enterprises Ltd**

**2b Regent Street**

**Newtownards**

**Co. Down**

**BT23 4LH**

**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.

Part time Schools Counsellor (Bank)

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 Advanced Diploma in Counselling or equivalent.

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1. To work for Familyworks as a cousellor, 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. Please outline your counselling experience to-date. Experience must include **at least 150** clinically supervised counselling hours (may include placement hours).

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

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1. Please give an example of when you worked systemically with a client. Mention how you liaised and communicated effectively with any other agencies that were involved. Please describe how you managed confidentiality and boundaries appropriately.

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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 in a counselling organisation.

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1. Please provide two examples of your ability and experience in engaging constructively with children, young people and adults, 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. This includes how you have prioritised and managed waiting lists.

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1. Please describe an example of when you worked as an effective team member? How did this contribute to the overall improvement of a service?

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1. Please describe how you critically evaluate your work as a Counsellor. What processes contribute to effective reflective practice?

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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. Please describe your experience of using a database system to record information and outline your experience with Microsoft Office packages?

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1. Please confirm that as a Bank Counsellor, you are able to commit to the flexibility and capacity to be available during the school week?

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1. Please outline how you meet the desirable criteria and in particular, your experience in working with primary school age children and/or young people with learning difficulties?

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1. Please outline any experience you have in delivering groupwork?

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |