|  |  |  |
| --- | --- | --- |
| **Reference Number:** | **Title of Post:**  Befriender | **Location of Post:**  Libraries |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Previous Surnames: |
| First Names (in full): |  |
| E-mail Address:    NI Number: | Telephone No (including std code):    Mobile Telephone No: |

**ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the EU? Yes  No

If yes, please give details

##### EMPLOYMENT

**PRESENT OR MOST RECENT POST Please complete the section below starting with your current or most recent employer. Please complete in full and give reasons for any gaps in employment in the Additional Employment Information section.**

|  |  |
| --- | --- |
| Employer Name:  .  Employer Address Belfast.  . | Date employment commenced  Date Left (if applicable)  Still current on time of application.  Salary PER ANNUM |
| Job Title |
| Notice Period |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREVIOUS POSITIONS All previous employment must be accounted for in your application. | | | | | |
| Employer name | Position held | Duties and responsibilities | From | To | Reason for Leaving |
| DD/MM/YY | DD/MM/YY |
|  |  |  |  |  | . |
|  |  |  |  |  |  |
|  |  |  |  |  | . |
|  |  |  |  |  | . |
|  |  |  |  | . |  |
|  |  |  |  |  |  |

**DEMONSTRATING YOUR ESSENTIAL EXPERIENCE**

**The following sections ask you to outline how you meet the essential experience and desirable criteria specified in the Personnel Specification. Applicants must clearly demonstrate experience giving examples and provide full details of any relevant qualifications with the grade/level obtained. If you fail to deal with each experience criterion in the personnel specification the selection panel will find it difficult to assess your application form and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills, knowledge and experience you may have gained.**

**Skills and Qualifications**

**Relevant Certificates**

**-----------------------------------------------------------------**

**Languages spoken**

**---------------------------------------------------------------------------------**

**Computer skills**

**Essential Criteria: please indicate how you meet the below:**

* High levels of ethical judgement and practice.
* Exceptional verbal and written communication skills.
* Excellent interpersonal skills, with effective listening skills.
* Ability to practice sensitivity and empathy, coping with a wide range of emotional issues.
* Adaptability and flexibility in relation to working hours.
* Ability to be impartial and non-judgmental, providing a safe and confidential

**Desirable**

* Experience of Databases
* Experience in crisis response

**Other Skills and Knowledge**

**Registered body**

**Current Professional membership of British Association of Counselling and Psychotherapy (BACP), Irish Association of Counselling and Psychotherapy (IACP), the National Counselling Society (NCS) or equivalent.** Please provide detailed information demonstrating how you meet this criterion

**Essential Criteria**

**Skills & Experience: - Training, experience and interest in working with clients in time limited counselling.** Please provide detailed information demonstrating how you meet this criterion

**References will be asked for prior to receiving employment in PIPS.**

**---------------------------------------------------------------------------------------------------------------------**

**Name**

**Email address-**

**Name Email address -**

**Name**

**Email address-**

**Name Email address -**

**-----------------------------------------------------------------------------------------------------------------------**

**ADVERTISING**

Please indicate how you became aware of this vacancy:

|  |  |
| --- | --- |
| **Belfast Telegraph** | **Community NI Website** |
| **Indeed Website** | **Paper: (Please specify)** |
| **NI Jobs Website** | **Job Centre** |
| **PIPS Charity Website** | **Twitter** |
| **Other:**  **(Please Specify)** | **Internal Trawl** |
| **If “other or paper” please specify:** |  |

**PERSONAL DECLARATION**

|  |
| --- |
| I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or mission renders me liable to disqualification or, if appointed, to dismissal.    I understand that the appointment is subject to receipt of satisfactory reference, pre-employment health assessment, the verification of qualifications required for the post (as per the personnel specification) and appropriate disclosure check when relevant.  Having a conviction will not necessarily debar you from working with PIPS Charity.  Please be advised that PIPS Charity adheres to the Access NI Code of Practice and has a procedure on the recruitment of ex-offenders, copies of which are available upon request from the HR Department. You can also request a copy of PIPS Charity Wellbeing’s Recruitment and Selection procedure from the HR Department.    **Signature:­­­­­­­­­­­­­­­­­­­­­­** |

**NOTE TO APPLICANTS:**

|  |
| --- |
| * **Application forms must be completed in full.** * **CV’s will not be accepted.** * **Application forms received after the deadline date and time will not be accepted.** * **Please return the Equal Opportunities Monitoring Form with your application.** |

**Completed application forms should be returned by the closing date to:**

**liz@pipscharity.com**

Office Use Only