Alphacom House

8a Oakhill Rd, Horsham

West Sussex

RH13 5SB

Tel: 01403 217900

Mobile: 07516248632

Email: enquiries@hccounselling.org.uk

Website: www.hccounselling.org.uk



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| Application for Voluntary Counsellor Placement2020 | |
| **In submitting your application we expect that you will have already read the requirements on our website for student placements. If you have not done so please do that before completing and submitting your application form.** | |
| **Date of Application:** | |
| **Name:** | |
| **Address:** | |
| **Telephone No:** | **Mobile No:** |
| **Email:** | |
| **Please tell us where you heard about HCCG and our volunteer counsellors?** | |
| **Educational Qualifications *(including dates):*** | |
| **Counselling Qualifications *(including dates, training provider and level of training):*** | |

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| **Ongoing Training (including start date, length and level of course, training provider and if applicable accreditation by a professional body):**  **Any specific supervisory requirements:** |
| **Current Employment *(including job title, main responsibilities and dates of employment and name of employer and include voluntary work)*:** |
| **Employment History *(please list job title, main responsibilities, dates of employment and name of employer. Include voluntary work and information about gaps)*:**  **Please see above for present employment and below for previous employers:** |
| **Please give details of your membership/or pending membership of a professional counselling body:** |
| **Number of hours of Personal Therapy to date:**  **Are you still in personal therapy?** |
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| **Experience of Delivering Counselling. Please include how many hours of counselling you have to date:** |
| **Meeting the practical requirements of the placement:**  *Please demonstrate your thinking about how you will manage your time around the placement including work commitments, family commitments, course commitments and travel time. Also please indicate if you have holidays booked in the coming months or any extensive travel plans.* |
| **Personal Statement**  *Please ensure that you cover any relevant experience you have; why you want to be a counsellor; how you see counselling; why you want to work for HCCG and any other information to support your application. Please refer to our information about student placements on our website for further information. This is an important part of the application form and it is in your best interests to use it fully. You may attach separate sheets to your application if you wish.* |

Please now make sure you complete the references page and availability form.

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| **References**  *Please supply details of two referees who are able to comment on your abilities and experiences that are relevant to this application. If you are in-training or recently qualified a college tutor would be an appropriate referee. Friends and family members would not be appropriate referees.* | |
| **1. Name:** | **Job Title:** |
| **Address:**  **Email Address:**  **Telephone No:** | |
| **Please state the capacity in which you know this person:** | |
| **2. Name:** | **Job Title**: |
| **Address:**  **Email Address:**  **Telephone No:** | |
| **Please state the capacity in which you know this person:** | |
| **Please return this form by email to** [**recruitment2020@hccounselling.org.uk**](mailto:%20recruitment2020@hccounselling.org.uk) **by no later than Friday March 6th 2020. Thank you**.    **Data Privacy Notice** you should have read the copy of our Data Privacy Notice for Candidates on our recruitment page.  **Rehabilitation of Ex-Offenders and Recruitment**  Our counselling work with adults, children and young people is regarded as a regulated activity under current legislation and we are required to carry out an Enhanced Disclosure and Barring Service check before you begin any work with us and to consider any convictions or cautions that would not currently be filtered by the DBS.  Please answer the following question:  **Question – Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service? (If your answer to this question is ‘Yes’ we will ask you to complete a criminal record self-disclosure form in line with our policy statement on the rehabilitation of ex-offenders which we will send to you).**  ***Additional guidance****– The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes reprimands and final warnings. You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service. If you’re not sure if your convictions or cautions are filtered, you can find out more from*[***hub.unlock.org.uk/filtering***](http://hub.unlock.org.uk/filtering)*.* | |

# *HCCG CIC is an equal opportunities organisation and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity*.

Volunteer Counsellor Placement Availability

**Name:** ………………………………………………………..

**Please indicate your weekly availability (please specify exact times):**

**We will take these into account both for clients and when considering your supervision group.**

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|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |