

Job application form

Post title:	Independent Therapeutic Counsellor (freelance)
Candidate number:	
Post Number:	4
Location:	17 Broad Street, Bury BL9 0DA
Closing date:	Friday 9 th October 1pm

Please return your completed application form by email to:

fairfutures@outlook.com

Please complete the sections below:

Personal contact details

Title (e.g. Ms/Mr/Mrs)	
First name:	
Last name	
Email address:	
Telephone number:	
Address:	

Section 1: Employment history

Are you currently employed?	
Have you ever been employed in the past?	
Current/most recent employment:	
Name of current employer	
Employer address	
Your job title	
Current/ most recent salary	
Date employed from	
Date employed to	
Notice period required	
Reason for leaving	
Outline of duties and responsibilities	

Previous employment:

(Please list in date order, starting with the most recent. Explain any gaps in employment by writing what you were doing between jobs on the relevant lines).

Dates				
From	To	Name and Address of Employer	Job Title /Grade/ Salary	Reason for Leaving

Section 2: References	
Please give the name of two referees, one of which should be your current or last employer. If you have not been employed, please give an academic referee. You may choose your second referee, but they must be a previous employer or academic/training referee. A referee must not be a relative or partner. If you are shortlisted for the post, your referees will be contacted.	
Referee 1	Must be current/ most recent employer
Relationship to you:	
Employer name	
Referee first name	
Referee last name	
Referee job title	
Address	
Referee email address	
Referee telephone number	
Referee 2	
Relationship to you:	
Employer name	
Referee first name	
Referee last name	
Referee job title	
Address	
Referee email address	
Referee telephone number	

Rehabilitation of Offenders Act 1974

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act (1974). You are required to disclose below all convictions against you, cautions or reprimands, warnings or bind-overs, including those which in other circumstances would be considered as 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such information could result in the offer of appointment being withdrawn, disciplinary action being taken or dismissal.

If you are successful, any information declared will be considered and discussed with you prior to a decision being made on your appointment. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#)? (Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.)

Yes ☐ No ☐

If you have answered **yes** please give details below

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#).

Nature of Offence (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence(s)	Date of Offence(s)	Disposal (if known)

Are you registered on the Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes ☐ No ☐

If yes, please give details below:

.....
.....
.....
.....

If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Disclosure and Barring Service being contacted:

..... (Signature)

Declaration

I declare that to the best of my knowledge the information contained in Section A and B of this application form are true and correct. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice.

Signature Date

Section 3: Education and development	
Qualification type (e.g. GCSE/ A level/ BTec):	
Name of course or qualification:	
Results:	
Date results obtained or expected:	
Grade:	
Awarding body/ education organisation	
Qualification type (e.g. GCSE/ A level/ BTec):	
Name of course or qualification:	
Results:	
Date results obtained or expected:	
Grade:	
Awarding body/ education organisation	
Qualification type (e.g. GCSE/ A level/ BTec):	
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Grade:	
Awarding body/ education organisation	
Qualification type (e.g. GCSE/ A level/ BTec):	
Name of course or qualification:	
Results:	
Date results obtained or expected:	
Grade:	
Awarding body/ education organisation	
Are you a member of any professional associations or bodies?	

Section 4: Person specification – shortlisting questions	
Essential	
Do you have a proven track record of delivering successful outcomes for young people aged 15-25?	
Are you competent and confident in administering GAD-7, PH-9 and PCL-5?	
Do you have an excellent knowledge of safeguarding legislation?	
How would you demonstrate your understanding of responsibilities in protecting your own health, safety and wellbeing and that of your colleagues and others?	
How do you keep up to date with developments within your profession?	
Can you give evidence of your understanding and commitment to confidentiality at work? The young people are asylum seekers and refugees, and their vulnerable status means it is imperative to be aware of issues that may compromise their safety.	
How do you identify appropriate aims, taking into account the needs of the young people, and deliver the best outcomes for the situation.	
How do you ensure that you make clear and considered recommendations and decisions to your line manager?	
Are you able to understand the regulatory frameworks and to apply high-quality best practice to meet the expectations of this role?	
How do you effectively communicate reasons /need for change, involving others in the	

process and assessing the impact of change?	
Desirable	
Do you have experience of working in schools or other educational organisations?	
Do you have experience of working with young adults in a community setting?	
What is your experience of working with young asylum seekers and refugees?	
How do you inspire and motivate others, building effective working and therapeutic relationships?	
How do you demonstrate high standards of integrity, honesty and fairness?	
Do you have an in-depth knowledge and experience related to therapeutic counselling?	
Do you know when and how to find and use sources of expertise, within and outside the group?	