

**Application for Employment**

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| **Applicant Information** |
|  |
| Title |  | Surname |  |
| Forenames |  |
| Address |  |
| Home number |  | Mobile number |  |
| Email address |  |
| National Insurance Number: |  |
| Have you previously applied to work for us?  | YES/NO. If yes, when and in what capacity?  |
| Where did you see this role advertised? | [ ]  BACP[ ]  BADth[ ]  BAPT[ ]  BAMT[ ]  BAAT[ ]  Guardian Jobs[ ]  Other (please provide details below) |
| Do you have a contact / relation who is currently employed by the Catholic Children’s Society? If so, please give details. |  |
| Did the above contact make you aware of this vacancy? | YES/NO/NA |
| Position applied for (where we have various vacancies at schools in different boroughs please include which role(s) and borough(s) you are applying for) |  |
| If offered this position will you continue to work in any other capacity? | YES/NO (If yes, please give details) |
| On what date would you be available to commence employment? |  |
| How many and which days are you available to work? |  |
| **Qualifications and Professional Membership** |
| Details of professional qualification held in counselling/therapy (must be Level 5 or above):  |
| Date you achieved your professional qualification in counselling/therapy (Level 5 or above): |
| Total number of clinical hours completed (approx.): |
| Please list any additional professional qualifications you hold, including the dates these were achieved: |
| Please provide details of any memberships held with relevant professional bodies (BACP, HCPC etc.): |

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| **References** |
| Please give details of two referees, one of whom should be a current or recent employer. References from clinical supervisors must be from work supervised in an organisational context, such as NHS, a charity, training organisation, a school or a college. Contact will only be made after a job offer has been made.  |
| Name |  | Name |  |
| Occupation  |  | Occupation |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Address |  | Address  |  |

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| **Supporting statement**  |
| Please outline the skills and competencies you have gained through training, paid employment, volunteering or any other activities which make you suitable for this role. You should refer to points in the job description and person specification to clearly demonstrate how you meet all the relevant criteria. Please also include any other information you feel is necessary to support your application. Continuation sheets may be used as required.*N.B. This statement forms part of the shortlisting process.* |
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| **Sign and date the declarations and authorisation below:** *I declare that the information given by me, to the best of my knowledge, is true and complete. I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.* *Due to the sensitive nature of the duties of the post, I understand that I will be required to provide details of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post.* *In accordance with the Data Protection Act 2018, I hereby authorise the Catholic Children’s Society to process the information contained in this application form for recruitment and selection purposes.*  |
| Name (block capitals) |  |
| Date  |  |
| Signed (typed signature accepted) |  |

***For the closing date, and details of how to submit this application, please see the job advert.***

The information you provide in this form will be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check, which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. 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 at the DBS website.

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.