**APPLICATION FORM FOR**

**VOLUNTEER COUNSELLOR**

# **An Equal Opportunity Employer**

The Hounslow Youth Counselling Service is committed to equality of opportunity in the service it provides to the community and in its workforce. We are looking for applicants who are committed to our Equal Opportunities Policy.

# **Safeguarding Young People**

The Hounslow Youth Counselling Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safe recruitment of staff and volunteers is central to this commitment. We will carry out an enhanced DBS check on all successful applicants and require two references.

***Location: Hounslow Youth Counselling Service***

**Application Forms to be submitted by Friday 27th March 2020 before 12.00pm**

**Interviews to take place between 3rd – 4th April 2020**

**Personal Details**

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### **Tel: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you registered disabled** Yes/No

If yes or if you are not registered disabled but have physical or mental condition(s) that you think we should know about, please give details below:

**EDUCATION/QUALIFICATIONS**

**Please give details including dates of your education especially courses and training to do with counselling, personnel, working with young people and other related areas. You can attach additional sheets.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/Subjects** | **Dates****From To** | **Organiser**  | **Qualification** |
|  |  |  |  |  |

 **Please show how you meet the following criteria in the space below. You must address each criterion.**

**Please give details of knowledge and experience that you feel may be useful to this service, particularly those that relate to working with young people. You could, for example, write about family responsibilities, language skills, work in the community, youth work. Use additional sheets as necessary.**

**KNOWLEDGE**

# An awareness of the mental health problems in children and young people

1. An ability to work with issues of confidentiality and consent.
2. Understanding of and a commitment to equal opportunities and anti-discriminatory practice.
3. An understanding of the Person Centred approach to counselling
4. Completion of at least one year of humanistic counsellor training (skills and theory) at certificate level and completed 1 year of training on a 2 or 3 year humanistic counselling diploma. Or a qualified and/or accredited humanistic counsellor.

**EXPERIENCE**

1. Ability and willingness to work as an effective member of a team
2. Ability and willingness to meet the needs of an organisation demonstrating that you have the time, energy and resources to be able to work with Hounslow Youth Counselling Service.

**EMPLOYMENT**

***Current position:***

**Name of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of appointment:**

**Main duties:**

***Previous post/experience***

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Dates****From To** | **Main Duties** |
|  |  |  |  |

 **REFERENCES**

Two referees are required. Your referees should have knowledge of your work and professional approach. A referee could be an employer, placement supervisor, course tutor, counselling supervisor, or other appropriate professional. (Please do *not* give referees who are relatives, friends, your personal counsellor, GP).

**REFEREE 1: REFEREE 2:

Name: Name:**

**Status: Status:**

**Email: Email:**

**Address: Address:**

**Post Code: Post Code:**

**Tel: Tel:

CRIMINAL CONVICTIONS**

“Because of the nature of the work for which you are applying, this post is exempt from the provision of section 4(2) of the rehabilitation of Offenders act 1974(Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies”.

**Have you ever been convicted of a criminal offence in civilian life, or in the Services, in Great Britain or abroad?**

YES/NO

**Do you have a prosecution pending?** YES/NO

**If you answered Yes to either question please give full details below including date(s).**

**8. I certify that the entries on this form are complete and accurate.**

**NAME:**

**Signed Date**

**Please sign and return this application form and any additional sheets to: Lorraine Lloyd HYCS at the address below or email to** **admin@hycscounselling.co.uk** **.**

Clients/Young People