

**EMPLOYMENT APPLICATION FORM**

**CONFIDENTIAL**

Please read the job description and person specification before completing the form.

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| --- | --- |
| **Post Applied for** | **Adult, Children and Young People’s Counsellor** |

**GDPR: Should you be short-listed for interview it is essential that Open Minds can contact you in order to facilitate interview times and further contact about the position you are applying for. By continuing to complete this form you are giving your consent for Open Minds to hold this information about you and to contact you with specific reference to the vacancy to which you are applying.**

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| --- | --- | --- |
| **I am a qualified counsellor** | **Yes** | **No** |
| **I have more than 1 years’ experience counselling children and young people** | **Yes** | **No** |
| **If applying for the Saturday role: I am available to work Saturdays between 10am and 1.30pm** | **Yes** | **No** |
| **If applying for the evening role: I am available to work on one or more evening (tbc) Mon to Thurs** | **Yes** | **No** |
| **I am prepared to submit to a Disclosure and Barring Service (DBS) check prior to employment** | **Yes** | **No** |
| **Please do not proceed with this form if you have ticked no to the above** | | |

**PART 1 - PERSONAL DETAILS**

Personal Information will be treated in confidence and will not be made available for short listing purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **First names** |  | | |
| **Surname** |  | **Title** |  |
| **Address** |  | | |
| **Telephone** |  | | |
| **Email** |  | | |

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| **If currently employed how much notice are you required to give?** |  |

**DECLARATION**

I declare that to the best of my knowledge, the information provided on this form is true and complete. I understand that any willful mis-statement or omission may render an offer of employment invalid and lead to termination of employment. Information provided by you will be kept safely and securely in accordance with Open Minds’ Data Protection Policy, and will only be used to enable us to process your application.

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| Signed |  | Date |  |

**PART 2 – WORK EXPERIENCE** (This includes paid and voluntary work)

Please give details of your most recent employment

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| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Job Title** |  | | |
| **Name and Address of Employer** |  | | |
| **Main Duties and Responsibilities** |  | | |
| **Reasons for leaving/seeking new employment** |  | | |

Previous Employment 1

|  |  |  |  |
| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Job Title** |  | | |
| **Name and Address of Employer** |  | | |
| **Main Duties and Responsibilities** |  | | |
| **Reasons for leaving/seeking new employment** |  | | |

Previous Employment 2

|  |  |  |  |
| --- | --- | --- | --- |
| **From** |  | **To** |  |
| **Job Title** |  | | |
| **Name and Address of Employer** |  | | |
| **Main Duties and Responsibilities** |  | | |
| **Reasons for leaving/seeking new employment** |  | | |

Please give details of any paid and voluntary work experience NOT listed above Undertaken over the last ten years. *Use overleaf if more space is required*.

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| --- | --- | --- | --- |
| **Job title and brief outline of duties** | **Employer’s name and address** | **From/To** | **Reason for leaving** |
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**PART 3 – EDUCATION AND TRAINING**

**General Education**

Please indicate the number of GCSEs (or equivalent you have graded A-C) :

Please indicate whether you have GCSE Maths and English (or equivalent)

Please use the table to indicate formal qualifications for anything other than GCSE/equivalent

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| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade** | **Year Obtained** |
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**Further Education and Professional Qualifications**

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| --- | --- |
| **Details** | **Year Obtained** |
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If you have undertaken any kind of training that you think may be relevant to this application, please give details. (*Continue overleaf if necessary*)

**PART 4 – JOB SUITABILITY**

Please use this application form to describe how you meet the criteria for the job that are set out in the person specification.

Make sure you include all relevant skills and knowledge – this may have been gained from your current or previous jobs, from voluntary work or from working in the home or your community. Give specific examples wherever possible.

*(If necessary continue on a separate A4 sheet)*

**Safeguarding experience**

|  |  |
| --- | --- |
| **Requirement** | **Use this space to show how you meet these criteria** |
| **Experience safeguarding children and young people** |  |
| **Experience working with young people who have suicidal ideation** |  |
| **Understanding of how to effectively risk assess service users and to identify deteriorating well-being** |  |
| **Experience safeguarding vulnerable adults (desirable criteria)** |  |

**Counselling and other experience**

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| --- | --- |
| **Requirement** | **Use this space to show how you meet these criteria** |
| **Significant experience of working 1-2-1 as a counsellor with children and young people aged 8 and over** |  |
| **Experience of working with vulnerable individuals or families to make real life positive changes** |  |
| **Experience of conducting client assessments** |  |
| **Experience of working in a therapeutic capacity with vulnerable adults (desirable criteria)** |  |

**Relationships**

|  |  |
| --- | --- |
| **Requirement** | **Use this space to show how you meet these criteria** |
| **Non-judgemental approach to people** |  |
| **Able to develop and maintain effective and credible relationships with clients** |  |
| **Ability to maintain clear boundaries with staff and service users** |  |
| **Excellent written and verbal communication skills with the ability to present information to a wide range of audiences** |  |
| **Self-awareness of your own competencies, practical needs and personal resilience, and willing to seek help with these where necessary** |  |

**General Approach**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Use this space to show how you meet these criteria** | |
| **Proven ability to work on your own initiative and manage a busy workload, identifying potential problems and applying the appropriate solutions** | |  | |
| **Experience of working within VCF and public sector organisations** | |  | |
| **Conscientious approach to service delivery** | |  | |
| **Flexible approach to working hours** | |  | |
| **An adaptable and positive approach to work** | |  | |

**PART 5 – CRIMINAL OFFENCES**

**Have you ever been convicted of a criminal offence ? (yes/no) If Yes, please explain below**

**PART 6** – **REFERENCES**

Please give names and addresses of two referees to whom we may apply for a reference. One should be your current employer. Both referees must be able to comment on your ability to meet the demands of the job you are applying.

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| **Reference 1 (current or last employer) Name and address** |  |
| **Telephone Number:** |  |
| **Email** |  |
| **Relationship (State whether employer/colleague or friend, etc)** |  |
| **May we take up references before interview?** |  |

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| --- | --- |
| **Reference 2**  **Name and address** |  |
| **Telephone Number:** |  |
| **Email** |  |
| **Relationship (State whether employer/colleague or friend, etc)** |  |
| **May we take up references before interview?** |  |

**Part 8: Diversity monitoring form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To ensure that our equal opportunities policy is effective and constantly evaluated, Open Minds invites you to complete this diversity monitoring form. Information volunteered will be treated as being classified and sensitive personal data under the Data Protection Act 1998.  N.B. Any information given is optional and at your sole discretion, in doing so you are also giving your informed consent for Open Minds to use it for the sole purpose of statistical analysis. | | | | | | | | | |
| **Age** | |  | **Date of Birth** | |  | |  | | |
|  | | | | | Gender identity | | | | |
|  | This equal opportunities monitoring form is optional | | | | Female | | |  |  |
|  | Male | | |  |  |
|  | If other, please specify: | | |  |  |
| Sexual Orientation | | | | | | | | | |
|  | Heterosexual | | |  | Asexual | | |  |  |
|  | Homosexual | | |  | If other, please specify: | | |  |  |
|  | Bisexual | | |  | Prefer not to say | | |  |  |
| Do you consider yourself to have a disability? | | | | | | YES | NO | | |
| What is the nature of your disability? | | | | | | | | | |
| What adaptations can we provide to meet your need in the workplace? | | | | | | | | | |
| Please indicate your ethnicity and cultural identity | | | | | | | | | |
|  | Ethnicity: | | | | Cultural identity: | | | |  |
|  |  | | | | | | | |  |
| Please indicate the religion/group with which you most identify: (If any) | | | | | | | | | |
|  | Religion: | | | | | | | |  |