Application for Employment (Counsellor)

Personal information (confidential)

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| **Return completed form to:** recruitment@dapl.net | | | | | | | | | |
| **Personal Details** | | | | | | | | | |
| Title: |  | | | | | | | | |
| Name: |  | | | | | | | | |
| Address: | | | | | | | | | |
| Email: |  | | | | | | | | |
| Telephone (Landline): |  | | | | | | | | |
| Telephone (Mobile): |  | | | | | | | | |
| National Insurance No: |  | | | | | | | | |
| Do you hold a current driving licence? | | | | | Yes | |  | No |  |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | | |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state.  If you a member of the PVG scheme, please give number:  If you are a member of the PVG scheme, is this with respect to working with young people: | | | | | | | | | |
| **Hours per week** | | | | | | | | | |
| Can you detail hours/days that you would be available for work: | | | | | | | | | |
| **Education** | | | | | | | | | |
| Schools/Colleges/University Qualification Gained | | | | | | | | | |
| **Employment History** | | | | | | | | | |
| Name of Employer | | Job title and main duties | | | | Date of departure and reason for leaving | | | |
|  | |  | | | |  | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | |
|  | | | | | | | | | |
| **References** | | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | | | | | | | | |
| 1.  Email address: | | | 2.  Email address: | | | | | | |
| Please indicate here whether you consent to our contacting these referees prior to your being offered employment: | | | | | | | | | |
| Yes [ ] | | | | No [ ] | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | |
| Please indicate if you have BACP Accreditation status or are working towards this (or equivalent): | | | | | | | | | |
| **Additional Information** | | | | | | | | | |
| Please include any other information which you feel would make you the ideal person for the post advertised | | | | | | | | | |
|  | | | | | | | | | |
| **Data protection statement** | | | | | | | | | |
| The Company will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  The information may be crosschecked with third parties. We may also pass the information to third parties with a view to detecting or preventing crime or in accordance with other laws which require us to do so.  Your signature on this application form will be taken to signify your agreement to our processing of your sensitive personal data in accordance with our registration with the Information Commissioner. | | | | | | | | | |
| **Declaration** | | | | | | | | | |
| **Signed:** | | | | | | | | | |  | Date: |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | | |

**Please return completed form to:**

[recruitment@dapl.net](mailto:recruitment@dapl.net)

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| In order to help us evaluate our recruitment advertising, can you please indicate where you seen our advert: |