**Application Form**

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| **Role:** **Counselling Coordinator** | |  | |  |
|  | |
| **Personal Details** | |  | |  |
| **Surname:** | | **First Names:** | | |
| **Address:**  **Post Code:** | | | | |
| **Telephone No.** | | | | |
| **Email Address:** | | | | |
|  | | | | |
| **Referees**  Please give details of two referees, at least one of whom must have direct experience of working with you in a paid or voluntary capacity. Where possible please do not give details of relatives, partners or friends as a second referee. If you are invited to interview, Crew will contact your referees requesting references in advance of the interview date. Please let Crew know when you submit your application via [applications@crew2000.org.uk](mailto:applications@crew2000.org.uk) if you would prefer that we don’t approach a referee in advance. | | | | |
| **Name** |  | | **Name** | |
|  |  | |  | |
| **Position Held and Relationship** |  | | **Position Held and Relationship** | |
|  |  | |  | |
| **Organisation and Address** |  | | **Organisation and Address** | |
|  |  | |  | |
| **Email** |  | | **Email** | |
|  |  | |  | |

**Telephone number Telephone number**

Please state your reasons for applying for this position and briefly explain how it will fit alongside your other commitments:

|  |  |
| --- | --- |
| College/University | Qualifications and dates achieved |
|  |  |
| Other relevant training courses or Continuing Professional Development (CPD) attended | Qualifications/outcomes and dates achieved |
|  |  |
| Membership of professional bodies | Dates and membership category i.e. fellow/ Member |
|  |  |

**Education**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Work History**   |  |  |  |  | | --- | --- | --- | --- | | **Name and Address of Employer** | **Dates of Employment** | **Main Duties** | **Reason for Leaving** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **How you meet the Person Specification**  Using the essential and desirable criteria in the person specification as a guide, please give evidence under each point on how your skills, knowledge and experience meet the criteria for this post. You must demonstrate that you have used the required skills or gained the required experience to meet the criteria and give specific examples.  Please use the STAR approach when giving examples: Situation (i.e. where you demonstrated a skill or gained experience) Task (what your responsibilities were) Action (what you did) Result (what the outcome was). It is particularly important you make clear the role you played and how that led directly to the result achieved to evidence your points.  Applications will be scored out of a maximum of 5 points for each criterion, and points will not be awarded unless full evidence is given as above. Assertions (saying you have done something or have the skills without giving evidence and specific examples) will not score more than 1 point. Applications in which evidence does not meet the minimum score (1/5) on any one of the essential criteria will not be shortlisted for interview. Please leave the score column blank for short-listing.   |  | | --- | | Q1 - describe how you meet the experience requirements for this role - please refer to the criteria in the person specification and give specific examples. Word Limit 600 words. | |  |  |  | | --- | | Q2 - describe how you meet the skills requirements for this role - please refer to the criteria in the person specification and give specific examples. Word limit 600 words. | |  |  |  | | --- | | Q3 - describe how your education and knowledge make you suitable for this role - please refer to the criteria in the person specification and give specific examples. Word limit 600 words. | |  |  |  | | --- | | Q4 - describe how your attitudes and personality make you suitable for this role - please refer to the criteria in the person specification and give specific examples. Word limit 500 words. | |  |  |  | | --- | | Q5 - please confirm that you are able to work flexible hours and are willing to travel as per the person specification. Please note any reasons why this might not be possible. Word limit 200 words. | |  | |
| **Membership of the Protecting Vulnerable Groups Scheme is required for this post, which**  **Is recognized as regulated work. It is a criminal offence to apply for regulated work if**  **You are barred from working with children and protected adults.**  Date when you could begin to work: |
|  |
| Please state how you heard about this vacancy: |

**Do you have a right to accept paid work in this country? Yes/No**

|  |  |
| --- | --- |
| Declaration In accordance with the Data Protection Act 1998, I give my consent for the information in this form to be processed in accordance with the Crew2000 policy for the purposes of employment selection. I understand that if I am employed, it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that, should any false statements be made, this may lead to termination of any contract signed. | |
| **Signature** | **Date** |

To apply for this post please complete this application form and return to [applications@crew2000.org.uk](mailto:applications@crew2000.org.uk) by **12.00 Noon Monday 21st February 2022.**

Please note that this email address will not be monitored until after the closing date – please contact [admin@crew2000.org.uk](mailto:admin@crew2000.org.uk) if you have a query.

Please note that no applications received after this time and date will be accepted.

Interviews will take place **Monday 28th February 2022.**

**Please note that we regret that we cannot guarantee to contact applicants whose application is not shortlisted.**

Crew 2000 (Scotland) is a company limited by guarantee; registered in Scotland, company number SC176635 and a charity also registered in Scotland, SCO 21500. Registered office: 32/32a Cockburn Street, Edinburgh EH1 1PB