  **APPLICATION FORM**

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| **Position Applied for (If no specific position please provide details of areas you are interested in eg Administration, Fund Raising, Social Media etc)** |  |

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| **ABOUT YOU** | |
| **SURNAME** |  |
| **FIRST NAME(S)** |  |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **TELEPHONE NO.** | **Preferred:** **Alternative:** |
| **EMAIL ADDRESS** |  |
| **Existing PVG Reference No.** |  |

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| **SKILLS & EXPERIENCE** | |
| **QUALIFICATIONS** |  |
| **CURRENT STUDY** |  |
| **WORK EXPERIENCE (Professional and personal)** |  |
| **WHAT ARE YOU LOOKING FOR IN A NEW ROLE?** |  |

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| **AVAILABILITY** | **Hours per week:**  **Which days are you available?** | |
| **Please describe what interests you in this vacancy and provide details of what qualities and strengths you can bring to this role.** | |
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| **REFERENCES** | |
| Please provide 2 contact details of 2 referees:  One current/last employer or course tutor) and one character | |
| Employment/Education | Character |
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| **Declaration**  **I certify that all of the information I have given in correct and complete.**  **I understand that this data will be held by S.M.I.L.E Counselling in accordance with GDPR.**  **SIGNATURE: DATE:** |

Please email the completed application form to: [info@smilecounselling.org.uk](mailto:info@smilecounselling.org.uk) or post to S.M.I.L.E Counselling, Fairbairn House, 6 Fairbairn Place, Livingston, West Lothian, EH54 6TN.