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| --- | --- | --- | --- | --- | --- |
| First Name: |  | Last Name: |  | Pronouns: | She/Her |
| Home address:(Including Postcode) |  |
| Telephone number: |  | Mobile number: |  |
| Email: |  |
|  |  |
| Candidate Code:*(For Office Use)* |  |
| Eligibility to work in the UK |
| Do you have the legal right to work in the UK?  | Yes [ ]  No [ ]   |

*If your application for this role is successful, you will be required to provide evidence of your legal right to work in UK.*

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| Do you have a full driving licence?  | Yes [ ]  No [ ]  |

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| Membership of Professional Bodies |
| Date | Name of Professional Body | Status of Membership | Level of Membership | Membership No. |
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| Education History |

*You will be required to provide original copies of all qualifications and certificates, relevant to the job specification, that you declare in this section of the application form.*

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| Date | Full / Part-Time | Course / Subject of study | Grade / Level of Award | Awarding Body / Place of Study |
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| Work Related Development/Training |

*Please provide details of training undertaken which is relevant to the job applied for and which you can provide original copies of qualifications, awards, or certificates.*

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| Date (year) | Organising body | Title and Purpose of Event/s |
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| Present or Most Recent Employment |
| Employer: |  |
| Job title: |  |
| Date of commencement: |  | Date of leaving: |  |
| Current or most recent salary: |  | Period of notice: |  |
| Reason for leaving: N/A |
| Give details of post including duties, responsibilities, and achievements: |
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| All Previous Employment(begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required) |
| Date From | Date To | Employer’s name and address | Role, Title. and details of post including duties, responsibilities, and achievements | Reason for Leaving  |
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| Supporting Statement - Relevant Skills, Experience and Achievements |

*Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience, and achievements you bring to this post.*

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| References |

*Two references will be sought for successful applicants after interview. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary. If you do not have two previous employers, please provide a relevant alternative.*

|  |
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| First referee details |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email) address) |  |
| In what capacity does this referee know you |  |

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| --- |
| Second referee details |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email) address) |  |
| In what capacity does this referee know you |  |

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| Recruitment monitoring |

Where did you see this vacancy? (Please mark with X)

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| --- | --- | --- | --- |
| Personal Communication (Email, WhatsApp etc.) |  |  |  |
| Social Media |  |  |  |
| If Social Media or Other, please specify: |  |

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| Declaration |

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I understand that false information or omissions may lead to the withdrawal of any offer of employment or dismissal from PF Counselling Service without notice.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment and selection, and if I become an employee it will be used for employment purposes and company benefits schemes and that the information may be verified by PF Counselling Service, in accordance with Data Protection legislation.

**By completing your name below and emailing the application form, this will be accepted as your signature.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

***Completed application to be submitted by 5.00 pm on 14th of July***

***First Interviews are expected to take place online on 21st July 2025.***

***Second Interviews will be in person on Monday 28th July, at PF’s premises at 8 Balcarres Street, Edinburgh EH10 5JB.***