**Volunteer Counselling: Application Form**

**Personal Details**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Address (including postcode): |  |
| Telephone: |  |
| Email: |  |

**Qualifications**

*Please tick yes for those you can provide certificated proof.*

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| --- | --- | --- |
|  | **Yes** | **No** |
| GCSE Maths and English, minimum grade C, or equivalent |  |  |
| Level 3 Certificate in Counselling Studies |  |  |
| Level 4 Diploma in Therapeutic, Integrative, Psychodynamic, Person Centred, or Humanistic Counselling, or, working towards completion with Fitness to Practice from course provider |  |  |
| BACP (or equivalent ethical body) membership, student membership, or accreditation and professional indemnity insurance |  |  |
| Counselling Professional Indemnity Insurance |  |  |
| ‘Fitness to Practice’ (certificate/letter from your course provider to commence working with clients) |  |  |
| Top-up diploma i.e., CYP-L5, or CPD demonstrating necessary skills and knowledge in working safely and ethically to a CYP competence framework, as outlined by BACP, or experience of previously working with CYP with experience in adult clinical practice |  |  |

*Please detail any additional Continuing Professional Development applicable for this role. (This box expands).*

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| --- | --- | --- |
| Do you have access to use of a car for this job? |  |  |
| Do you hold a full driving licence? |  |  |
| Please give details of any endorsements and pending offences: |  |  |

**Supporting Statement**

1. **Your Journey to Becoming a Counsellor**

*Please outline what made you want to become a Counsellor, any previous experience in providing counselling or emotional support, and any additional experience you feel would make you suitable for a placement with North Kent College. (This box expands).*

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1. **Experience**

*Using the Person Specification, please outline your experience of providing support, working with Children or Young People, and managing a caseload effectively. (This box expands).*

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1. **Skills, Knowledge and Understanding**

*Using the Person Specification, please outline your skills, knowledge and understanding of working with risk, safeguarding procedures, equality, diversity and inclusion and data protection. (This box expands).*

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1. **Personal Qualities**

*Using the Person Specification, please outline your personal qualities. (This box expands).*

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**Your Availability**

*Please note: we require you to commit to a minimum of one full day (this can be spread across to half days if necessary).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |

*Locations*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Greenwich |  | Gravesend |  | Dartford |  |
| Hadlow |  | Tonbridge |  | Are you willing to work on more than one campus? | Yes  No |

**References**

*Please provide two references, one of these should be from your current tutor who will be contacted to confirm suitability of this placement. Please also provide one other reference, preferably from a place of work, this may include voluntary.*

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| --- | --- |
| **Course Name and Level:** |  |
| **Tutor Name:** |  |
| **Course Provider Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Permission to contact:** |  |
| **Time period covered:** |  |

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| --- | --- |
| **Work/Voluntary Placement:** |  |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Permission to contact:** |  |
| **Time period covered:** |  |

**Rehabilitation of Offenders Act**

*The post of Volunteer Counsellor is exempt from the provisions of the Rehabilitation of Offenders Act, 1974. You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders.*

**Please note this position requires an Enhanced DBS check.**

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| --- | --- |
| **Have you ever been convicted of a criminal offence?** | Yes  No |
| *If yes, please supply details: (This box expands).* | |
|  | |