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**APPLICATION FORM**

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| Candidate Reference Number: SP24 |  |
| **JOB TITLE** | Return to: All Things Counselling  |
| Student placement  | info@allthingscounselling.co.uk |
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| **PERSONAL DETAILS** (Please complete using block capitals and black ink) |
| Surname |  | Forename |  |
| Address |  |
|  |
|  | Postcode |  |
| Home Tel No |  | Work Tel No |  |
| Mobile No |  |
| Email address |
| How did you hear about our service? |
| Counselling Course Undertaken: | Location: |
| Planned placement start date: |
| Course Tutor: | Contact Details: |

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| **PROFESSIONAL QUALIFICATIONS** (Held or working towards) |
| Professional Body/College/University | Dates | Course details and exam results | Date Obtained |
| From | To |
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| **RELEVANT SPECIALISED TRAINING OR COURSE ATTENDED** |
| Course Taken | Organised By | Location | Date |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** Please give details of membership  |
| Name of Professional Body (e.g. BACP, IACP, BABCP, NCS etc) | Level/type of membership | Registration Details (e.g. Part of Register) | Expiry Date |
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| **SUPPORTING INFORMATION**  |
| **Tell us why you are training to be a counsellor:** |
| **Tell us why you are choosing All Things Counselling Services for your placement:**  |
| **Can you tell us about your personal attributes/experiences that help you as a counsellor?** |
| **What are your expectations for your student placement and what do you think some of the challenges may be?** |

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| **REFERENCES** Please give details of two referees; one must be your current or most recent Line Manager or School or College co-ordinator. References from family or friends are not acceptable |
| **REFERENCE 1** | **REFERENCE 2** |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Tel No |  | Tel No |  |
| Email address |  | Email Address |  |

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| **DECLARATIONS** Please ensure you sign and date this declaration before returning your application form. |
| **DATA PROTECTION ACT DECLARATION** - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.I understand that the information is being used to:* Process my application for placement;
* Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
* Form the basis of a manual job file with other application forms and will be used for processing;
* If appointed, form the basis of a manual and computerised placement record.
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| I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action.Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please note:**All information received will be dealt with in confidence, consistent with our commitment to safeguard vulnerable adults |