



## Sessional Counsellor Employment Application Form

### Application Number:

Please complete this application form in **black ink or typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV's will not be accepted.

<b>Post applied for:</b>	
Closing Date and Time: Rolling Call	

### Personal Details:

<b>Surname:</b>	<b>Telephone Number (Home):</b>
<b>Forename(s):</b>	<b>Telephone Number (Mobile):</b>
<b>Title:</b>	<b>Email Address:</b>
<b>Address:</b>	<b>Postcode:</b>
<b>NI Number:</b>	

### Relevant Qualifications and/or Professional Membership

Original proof of qualifications will be requested if recommended for appointment  
(Please continue on a separate sheet of necessary)

<b>Examination level (for example, GCSE/'A' Level/Degree/NVQ</b>	<b>Subject(s)</b>	<b>Grade</b>	<b>Date Gained</b>
<b>Professional Qualifications</b>	<b>Registration Body/Number</b>		<b>Date Gained</b>

## Employment History

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

<b>Name and Address of Employer and Nature of Business</b>	<b>From</b>	<b>To</b>	<b>Job Title:</b>

## Training

<b>Details of relevant training courses attended and awards achieved, including dates if appropriate</b>
--

**Suitability for this position**

Please detail your suitability for this position, using the essential and desirable criteria, as detailed in the job description and person specification. You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting. **Only those who clearly demonstrate on application that they can meet the essential criteria will be called to interview.**

**Essential Criteria:** Please outline below how you meet the essential criteria outlined in the Personnel Specification:

**\*Desirable Criteria:** Please outline below how you meet the desirable criteria outlined in the Personnel Specification:

*\*In the case of a high volume of applications, we reserve the right to use desirable criteria, to shortlist for interview.*

**Data Protection Act:**

Under the General Data Protection Regulations, The Ely Centre is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by the Ely Centre for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your sessional employee record, your information (excluding the equal opportunities monitoring form) may be required to be viewed by funders for audit purposes. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998; this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.

By signing this form you are giving consent to The Ely Centre to use this data in the way described above.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

<b>Referees &amp; Current Supervisor</b>
Please give full details of two people (not relatives) that we can approach for references, one of which must be your current supervisor. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee's permission to do so. References must be satisfactory to The Ely Centre

<b>Reference</b>	
<b>Name:</b>	
<b>Occupation:</b>	
<b>Full Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	

<b>Current Supervisor</b>	
<b>Name:</b>	
<b>Full Address:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	

I give the Ely Centre the right to investigate all references and to secure additional information about me, if role related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer will be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.
<b>Signed.....Date.....</b>

**PLEASE RETURN TO:**  
**Anne Moore, Clinical Co-ordinator, The Ely Centre, 7 Fairgreen Road, Markethill, Co**  
**Armagh, BT60 1PW, [anne@elycentre.co.uk](mailto:anne@elycentre.co.uk)**