

Application to become an Associate Therapist/Pyschologist/Counsellor with eQuiPT Therapeutic Services Limited

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| **Applicant Information** | | | |
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| Title |  | Surname |  |
| Forenames |  | | |
| Address |  | | |
| Home number |  | Mobile number |  |
| Email address |  | | |

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| National Insurance Number: |  |
| Have you previously applied to work for us? | YES/NO. If yes, when and in what capacity? |

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| Position applied for? Eg Art Therapist, Play Therapist, Psychologist, Counsellor |  | | | | |
| If offered this position, will you continue to work in any other capacity?  If Yes please say what this is. | | | YES/NO (If yes, please give details) | | |
| On what date would you be available to commence working for us? | | |  | | |
| How many and which days are you available to work? | | |  | | |
| **Education** | | | | | |
| **Educational qualifications**  Please list qualifications gained and grades achieved: | | | | | |
|  | | | | | |
| **Subject** | | **Grade** | | **Name & Address of institution** | |
| GCE O Level/GCSE/ or equivalent | |  | |  | |
| AS Level or equivalent | |  | |  | |
| A Level or equivalent | |  | |  | |
| Degree or equivalent | |  | |  | |
| **Date you achieved your professional qualification in counselling/therapy (you will be asked to supply us with your certificates before working for us)**  **Please state the qualification**  **Date you Achieved this** | | | | | |
| **Please list any additional professional qualifications that are applicable to the post, you hold, including the dates these were achieved:** | | | | | |
| **Please provide details of any memberships held with relevant professional bodies (BACP, HCPC etc. You will be asked to supply is with the registration information):** | | | | | |
| **Employment History**  Most recent first (ensure there are no gaps in your work history) | | | | | |
| Present/last employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? (Please tick appropriate box using cursor) | Paid  Voluntary  Placement | | | | |
| Type of business |  | | Position held | |  |
| Briefly describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |
|  |  | | | | |
| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? | Paid  Voluntary  Placement | | | | |
| Type of business |  | | Position held | |  |
| Briefly describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |
|  |  | | | | |
| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? | Paid  Voluntary  Placement | | | | |
| Type of business |  | | Position held | |  |
| Describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |
|  |  | | | | |
| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? | Paid  Voluntary  Placement | | | | |
| Type of business |  | | Position held | |  |
| Describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |
|  |  | | | | |
| Employer |  | | Date of employment from/to | |  |
| Address |  | | | | |
| Was this paid/ voluntary/ placement? | Paid  Voluntary  Placement | | | | |
| Type of business |  | | Position held | |  |
| Describe the work undertaken |  | | | | |
| Reason for leaving |  | | | | |

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| Employer |  | Date of employment from/to |  |
| Address |  | | |
| Was this paid/ voluntary/ placement? | Paid  Voluntary  Placement | | |
| Type of business |  | Position held |  |
| Describe the work undertaken |  | | |
| Reason for leaving |  | | |

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| **References** | | | |
| Please give details of two referees, one of whom should be a current or recent employer/supervisor etc. Contact will only be made after a job offer has been made. We will also verify these references before starting work. | | | |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Address |  | Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Telephone number |  | Telephone number |  |
| Email address |  | Email address |  |
| Address |  | Address |  |

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| **SUPPORTING STATEMENT**  Please outline the skills and competencies you have gained through training, paid employment, volunteering or any other activities which make you suitable for this role. You should refer to points in the job description and person specification to clearly demonstrate how you meet all the relevant criteria. Please also include any other information you feel is necessary to support your application. Continuation sheets may be used as required.  *N.B. This statement forms part of the shortlisting process.* |
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| If your application is successful, you may be asked to consent to Equipt verifying the information you have given in this form. |

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| **Sign and date the declarations and authorisation below:**  *I declare that the information given by me, to the best of my knowledge, is true and complete. I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.*  *Due to the sensitive nature of the duties of the post, I understand that I will be required to provide details of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. You will be required to have a current DBS and maintain this during your work for us.*  *In accordance with the Data Protection Act 1998, I hereby authorise eQuiPT Therapeutic Services Limited to process the information contained in this application form for recruitment and selection purposes.* | |
| Name (block capitals) |  |
| Date |  |
| Signed (typed signature accepted) |  |

***For the closing date, and details of how to submit this application, please see the job advert.***

\*\*The information you provide in this form will be used fairly and will only be seen by those who need to see it as part of the recruitment process. This post is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website\*\*