

**Application Form**

Please note that your application will be treated in the strictest confidence and the personal data provided will be used for the Dove Service application process and for equal opportunity monitoring only. All information you supply will be held and processed in accordance with the principles of the Data Protection Act 1998.

**DO NOT ATTACH PERSONAL CV’S OR REFERENCES**

TO BE COMPLETED BY ALL APPLICANTS (Please use black/blue pen or type)

Application forms will be retained for a period of six months. Unsuccessful applications will then be destroyed.

**Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please specify which REGION you are applying for if appropriate)

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**EDUCATION AND TRAINING**

Please complete the following details in chronological order starting with your most recent qualification. A full education history is required. You may be asked to provide the original certificate as proof of these qualifications.

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| --- | --- | --- | --- | --- | --- |
| Name of School/ College/ University | Qualification (e.g. GCSE / A-Level etc) | Subject | Grade achieved | Awarding Body | Award Date |
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If applying for a Counselling post, please provide all counselling qualifications and further training that you have undertaken or are working towards. Please include any counselling placements and counselling hours to date.

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| --- | --- | --- | --- | --- |
| Counselling Qualification | Awarding Institution | Educational Establishment | Dates from & to | Date of Award |
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**EMPLOYMENT HISTORY**

Please complete the following details including any part-time, full time or voluntary work in chronological order starting with the most recent first. If this employment relates to counselling please specify how many hours you undertook in this post, splitting this information by Children & Young People (0-18) and adults (19+). If you have delivered any family or group counselling please also note this here.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates (to/from) | Employer | Job Title | Counselling Hours  C&YP Adults | Brief description of duties | Reason for leaving |
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**ADDITIONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

All applications are considered for our short listing procedure and this supporting statement is vital in the decision we take to offer a candidate an interview.

Candidates are asked to provide information on a separate sheet on the following:

1. **Why you would like to be a work / volunteer for the Dove Service?**
2. **Why you think you should be considered for this position?**
3. **Is there any other relevant information to support your application?**

This is your chance to tell us about yourself and your suitability for the post.

If this application is in reply to a specific job role, please ensure that you inform us about your abilities relevant to the job and person specification supplied.

It is an opportunity for you to demonstrate to us why you are a suitable candidate to be considered for an interview.

What is important, is that on reading this statement, we will be able to have a flavour of who you are and what qualities you can bring to our organisation.

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**Information to help us in our recruitment process**

**Where did you see or hear about this new post? *(please indicate below)***

The Dove Service Website Yes / No

Sentinel (local newspaper) Yes / No

Supervisor Yes / No

Therapy Today Yes / No

BACP On line Yes / No

Other (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**REFEREES**

Please give details of two people who consent to act as referees on your behalf. For counselling positions, one referee should have recent knowledge of your counselling capabilities. For non-counselling roles one referee should have recent knowledge of your personal character. For all roles at least one referee must be your current/ most recent employer.

**REFERENCES WILL NOT BE ACCEPTED FROM FAMILY OR FRIENDS**

NB: No appointment will be made until satisfactory references have been received

**Referee One**

**Name and address:**

**Relationship to Applicant:**

**Telephone/Mobile No: E-mail:**

**May the above be approached without consulting you beforehand?** Yes / No

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**Referee Two**

**Name and address:**

**Relationship to Applicant:**

**Telephone/Mobile No: E-mail:**

**May the above be approached without consulting you beforehand?** Yes / No

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**ELIGIBILITY TO WORK IN THE UK**

Before commencing employment with TDS evidence that you can work in the UK is required. The original current documentation must be seen and a copy kept for our records. Details of the documentation showing authorisation to reside and work in the UK can be found at: <http://www.ukba.homeoffice.gov.uk/business-sponsors/preventing-illegal-working/>

Are you currently eligible for employment in the UK? Yes □ No □

**DISCLOSURE & BARRING SERVICE (DBS) CHECKS**

Most posts within The Dove Service (TDS) have potential access to vulnerable groups including children. Since the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) in December 2012 into a new single body called the Disclosure and Barring Service (DBS) new legal requirements to protect vulnerable groups have now been implemented. The DBS is based on legal amendments to the Safeguarding Vulnerable Groups Act (SVGA) 2006 and the Police Act 1997 regulations and is covered under the new Protection of Freedoms Act (POFA) 2012. Under this legislation, DBS checks can only be carried out where the employer is entitled to ask exempted questions under the Exception Order to the Rehabilitation of Offenders Act (ROA) 1974. TDS Counsellors (employees and volunteers) are covered under ‘health care by any health care professional’ provision and are deemed to be a **regulated activity** both in connection with adults and children and therefore included within the exception order so TDS are able to ask for DBS checks for anyone in these posts. For non-counselling members including Trustees it is suggested that these are also covered under the exception order, therefore DBS may be applicable to these posts also. When a post requires a DBS check this fact will be identified on the Job Description/Person Specification and the TDS Application Form etc. Successful candidates will be required to provide evidence of DBS clearance before commencing employment, or volunteering, with the organisation.

In addition, applicants are required to sign the declaration at the end of this application form that s/he is not disqualified from working with vulnerable groups including children and that s/he has no convictions, cautions and/or bind overs, including those regarded as ‘spent’, or has attached details of his or her criminal record in a sealed envelope marked ‘confidential’. It is a requirement of TDS that, both before the commencement of and throughout your period of employment by TDS, that you inform the management of any criminal cautions (“CC’s”) which occur during your employment. Failure to provide evidence that you are still clear to work with vulnerable groups and/or to inform TDS of any CC’s may lead to disciplinary action.

**Have you any criminal convictions (spent, unspent or pending)?** Yes / No

If Yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if TDS believes it appropriate) a medical report, all of which must be deemed by the organisation satisfactory.

**Full Name *(Please Print):*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** **Date:**