

BCS Volunteer Counsellor/Placement Application Form

This form needs to be completed in one go so please set aside enough time to complete it. In this section you will see a summary of the sections that need to be completed so make sure you have the information to hand before you start. On the website there is also a dummy form which you can use the help gather the information you need.

Once the form is completed, Basingstoke Counselling Service will receive an automatic notification. We will then send confirmation of its receipt. Please allow 72 hours for this. You should also receive a copy of the form.

We wish to ensure that the application process is fair and in line with our Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is therefore important that you complete the form fully.

- Section 1 - Contact Details
- Section 2 - Service Requirements
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- Section 11 - Equal Opportunities Monitoring Form

* Required

Contact Details

1. Date Form Completed *

Format: M/d/yyyy

2. First Name *

3. Surname *

4. Preferred pronouns *

she/her

he/him

they/them

Other

5. Email Address *

6. Postal Address including postcode *

7. Preferred Contact Number *

Service Requirements

The following are requirements of the Service:

- Attendance at weekly group supervision (1.5 hours) in one of the slots specified on our website (Vacancies page)
- Ability to build client load up to a minimum of four clients, working within the block system as detailed in the Counsellors' Expectations of BCS and BCS Expectations of Counsellors document on our website
- A minimum commitment of two years
- Ability to attend two free internal CPD events per year, which are usually held on a Saturday

8. Please confirm that you understand and can commit to the above requirements.

*

I confirm that I understand and can commit to the above requirements

9. Professional Membership *

It is a requirement for BCS counsellors to be a member of a professional counselling body whilst seeing BCS clients.

Of which professional counselling body are you a member?

Please give details of your level of membership and your membership number.

Personal Therapy

We require all of our Counsellors to have undertaken at least six months of personal therapy with a qualified psychodynamic or integrative counsellor. Please provide details below of your current and any previous therapy.

10. Therapist 1: Full Name *

11. Therapist 1: Modality *

12. Therapist 1: Email Address *

13. Therapist 1: Contact Number *

14. Therapist 1: Therapy Start and End Date (if applicable) *

15. Therapist 2: Full Name

16. Therapist 2: Modality

17. Therapist 2: Email Address

18. Therapist 2: Contact Number

19. Therapist 2: Therapy Start and End Dates *

20. Therapist 3: Full Name

21. Therapist 3: Modality

22. Therapist 3: Email Address

23. Therapist 3: Contact Number

24. Therapist 3: Therapy Start and End Dates *

Supervision

It is a requirement to have in-house supervision when counselling at BCS. Attendance is weekly (1.5 hours) in one of the slots specified on our website (Vacancies page).

25. What are your current supervision arrangements, if any? *

26. How many client hours, if any, have you accrued to date (approximately)? Please give details including setting, client group and duration of work. *

27. When would you be available to start counselling at BCS? *

28. What days/times would you be available to attend supervision and see clients? *

Counselling Qualifications, Courses and Education

Please give details of counselling training to date including any you are currently attending. There are spaces for five courses/qualifications if needed.

29. Education/Course/Training: 1

Please enter dates attended, training institution, course title and grade awarded. The text box will expand as you write:

30. Education/Course/Training: 2

Please enter dates attended, training institution, course title and grade awarded. The text box will expand as you write:

31. Education/Course/Training: 3

Please enter dates attended, training institution, course title and grade awarded. The text box will expand as you write:

32. Education/Course/Training: 4

Please enter dates attended, training institution, course title and grade awarded. The text box will expand as you write:

33. Education/Course/Training: 5

Please enter dates attended, training institution, course title and grade awarded. The text box will expand as you write:

Relevant Employment History & Work Experience (paid and unpaid)

Please include your current employment and any relevant previous employment, voluntary work, community activities, etc. Please put in date order, starting with the most recent.

34. Role 1

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

35. Role 2

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

36. Role 3

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

37. Role 4

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

38. Role 5

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

39. Role 6

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

40. Role 7

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

41. Role 8

Please include dates to and from and details of employer, job title and the nature of the role. The box will expand as you type.

Supporting Information

In this section we would like you to give specific information in support of your application.

42. Please tell us how you heard about BCS and why you are interested in undertaking voluntary work with the Service. *

The box will expand as you type.

43. Please tell us how your training/modality fits with working within a psychodynamic or integrative model. *

The box will expand as you type.

44. Please tell us something about your motivation to become a counsellor. *

The box will expand as you type

45. Please tell us something about your family background and early life experiences. *

The box will expand as you type

46. Please tell us something about any personal challenges you may have faced, including any mental health problems you have experienced yourself. *

The box will expand as you type

47. Please tell us something about what you feel you have gained from your personal therapy. *

The box will expand as you type

48. Please add anything else you think is important or useful to your application. *

The box will expand as you type

References

Please give below the name and address of two referees who can comment on your suitability for the role. These should not include relatives or friends.

References will only be taken up for applicants who are successful at interview stage.

49. Referee 1: Full Name *

50. Referee 1: Email Address *

51. Referee 1: Contact Number *

52. Referee 1: Nature of Relationship *

53. Referee 2: Full Name *

54. Referee 2: Email Address *

55. Referee 2: Contact Number *

56. Referee 2: Nature of Relationship *

Additional Questions

Please note that there is no discrimination intended in the following questions, but it is important that we receive your answers. Any matters raised in the answers to these questions does not automatically mean that you will not proceed in this recruitment process, and if invited to interview, we will be happy to discuss things further. If the answer to any of the following questions is yes, please provide details.

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

We recognise the contribution that ex-offenders can make and welcome applications from them. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

Please note that if you are not invited to join BCS, the information in this section (Additional Questions) will be destroyed.

57. Do you have any spent or unspent convictions, cautions, reprimands or final warnings? *

58. Have you had any addictions in the last five years? *

59. Are you currently taking any medication that we should be aware of? *

60. Do you have any special needs that we would need to take into account? *

GDPR

As part of the application process we may store personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for 12 months after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated absolutely confidentially.

61. Declaration *

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to personal information being recorded, stored and shared with the rest of the interview panel (and my future supervisor if accepted as BCS Counsellor).

Declaration accepted