Application Form

**Head of Counselling**



All information is provided in confidence and will be stored and processed in accordance with the GDPR.

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| --- | --- |
| **Personal Details** | |
| Surname: | First Names: |
| Address:  Postcode: | |
| Mobile Number:  Home Number: | Email Address: |
| Where did you hear of this vacancy? | |
| Do you require a work permit? | |
| When would you be available to take up appointment? | |

Please note that we can only accept applications at this time from people who have a right to live and work in the UK.

The role has an occupational requirement that the post-holder has an active and lively Christian faith.Only fill in this section if the information required is not on your CV.

|  |  |  |
| --- | --- | --- |
| **Education, Qualifications & Training** | | |
| Secondary Education  From To Qualifications gained and subjects studied | | |
|  |  |  |
| Further/Higher Education  From To Qualifications gained and subjects studied | | |
|  |  |  |
| Relevant Training | | |

|  |  |
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| **Employment History** | |
| Name of employer, job title, description of duties and responsibilities | Dates employed (from/to) and reason for leaving |
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|  |  |

Only fill in this section if the information required is not on your CV.

|  |  |
| --- | --- |
| **References** | |
| 1.  Name and address:  Telephone Number (include code):  Email address:  Capacity in which known to you:  Can we approach this referee before interview? | 2.  Name and address:  Telephone Number (include code):  Email address:  Capacity in which known to you:  Can we approach this referee before interview? |

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| --- |
| Please state your reasons for applying and tell us about your relevant experience, especially leadership and management experience. Please tell us how you meet the requirements of the role and person specifications. |
|  |
| Tell us about a time where you have updated policies and/or made improvements to a system or process. What were the outcomes? |
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| We offer a Counselling Service provided by practicing Christians, rather than ‘Christian Counselling’. Tell us about how you would approach leading a counselling session with this in mind. |
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| Tell us about a time where you have seen a particularly rewarding breakthrough with a client. What did you learn? |
|  |
| In your experience what are the main reasons for clients seeking counselling at this point in time? Are you particularly interested or experienced in any of these areas? |
|  |
| Tell us about your experience of supervising qualified and student counsellors. |
|  |

Please return this form and the additional information below with your CV to David Shanks - [david@psandgs.org.uk](mailto:david@psandgs.org.uk)

We will respond to all applications to acknowledge safe receipt and inform you of next steps.

**Staff Application Form – Additional Personal Information**

|  |  |
| --- | --- |
| Post Applied For: Worship Director | |
| Surname: | Initials: |

# HEALTH

Do you have any health problems that would impair your ability to carry out the post applied for? Yes/No

If YES, please give brief details:

If you replied positively and are successful you maybe required to provide a medical report from your GP and/or meet with the Church’s Occupational Health Adviser.

If successful, the appointment would be subject to child protection screening by Disclosure Scotland. Is there anything in connection with this which you would like to let us know about now? Yes/No

# DISABILITY AND REASONABLE ADJUSTMENTS

In order to allow us to ensure that you have all the facilities necessary to allow you to participate fully in the interview, please let us know of any needs below

Adjustments required for interview:

If you were to be successful in the application, please let us know about any adjustments you think you would need to carry out the duties of the post:

Adjustments required in the post: