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| **Volunteer Counsellor Application Form** | | | | | | | | | |
| **Points to Note** | | | | | | | | | |
| * Face to Face Counselling is committed to the safeguarding of children, young people and adults. All offers of a placement/volunteer qualified counsellor position, will be subject to candidate’s undertaking an enhanced DBS check & receipt of two satisfactory references. * Before making your application, please be aware that our in-person offering takes place in a room in St Clement’s Church where our counselling room is accessible via a flight of stairs. As such, if this will prevent you from seeing clients in-person and this is a requirement of your course, you should bear this in mind when making your application. * Please do not send CVs or covering letters with your application – we will only consider the contents of this completed form when considering whether to shortlist you for interview. * Please note that we will only contact applicants who have been shortlisted for interview. If you have not heard anything from us by 30th May 2025, you may conclude that your application has not been successful on this occasion. Unfortunately, due to the volume of applications we are unable to offer feedback. * Please complete this form electronically and return via email to: info@facetofacecounselling.org.uk by no later than **9am GMT on Monday 21st April 2025.** We will not consider applications received outside of the application window (which for the avoidance of doubt is 9am Monday 7th April – 9am Monday 21st April 2025 GMT. * We are an inclusive organisation and as such, if you are shortlisted for interview and have any reasonable adjustment requests for interview, please do make us aware prior to your interview date. | | | | | | | | | |
| **Personal Details** | | | | | | | | | |
| First Name: |  | | | Middle Name/s: | |  | | | |
| Surname: |  | | | Personal Pronouns: | |  | | | |
| Address: |  | | | | | | | | |
| Postcode: |  | | | | | | | | |
| Date of Birth: |  | | | | | | | | |
| Telephone (Daytime): |  | | | Telephone (Evening): | |  | | | |
| Email Address: |  | | | Mobile Number: | |  | | | |
| **Educational Qualifications & Training** | | | | | | | | | |
| Which university/college have you received your Diploma/Degree from/are you studying at? | | | |  | | | | | |
| Are you a qualified counsellor? | | |  | If so, when did you qualify? | | | | |  |
| Please provide details below of all **relevant** qualifications obtained and other courses attended, both past and present. Please start with the most recent first. | | | | | | | | | |
| Establishment | Course name/Training attended | | | Dates attended | | Qualification obtained (if applicable) | | | |
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| **Employment History** | | | | | | | | | |
| Please provide details below of your present and previous occupations (including voluntary and paid employment). Please start with the most recent first and provide explanations for any significant gaps in your work history. | | | | | | | | | |
| Organisation | Job Title/Role | | | From | To | | | Reason for Leaving | |
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| **Experience and Skills** | | | | | | | | | |
| Using the Person Specification on our [website](https://www.facetofacecounselling.org.uk/volunteers/person-specification), please explain how you meet **each** of our requirements by giving appropriate examples (these can be from any paid or voluntary role): | | | | | | | | | |
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| **Rehabilitation of Offenders Act 1974** | | | | | | | | | |
| Because of the nature of some aspects of the work which you may in due course undertake on behalf of FACE TO FACE COUNSELLING SERVICES, this position is exempt from the provision of Section 4[ii] of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 [Exemptions] Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work within FACE TO FACE COUNSELLING SERVICES. | | | | | | | | | |
| Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? | | | | | | |  | | |
| If YES, please give details: | |  | | | | | | | |