A close up of a sign

Description automatically generated

**APPLICATION FORM**

***Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. CVs will not be considered. Write clearly in black ink or type.***

**POST APPLIED FOR:  
Where did you see this advertised?**

**PERSONAL DETAILS**

**Surname: Title:**

**Other Names:**

**Address:**

**Postcode:**

**Contact Number:**

**Email:**

**Will you be available for an interview on the date as advertised?  
Do you have your own transport?**

**Are you available to attend evening/weekend meetings?  
When will you be able to take up this post?**

**REFERENCES**

**Please give the details of two referees who can comment on your suitability for this post. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or personal friends. We will not take up references without your permission.**

**First Referee  
Name:**

**Position:  
Organisation  
Address:**

**Postcode:**

**Contact Number:**

**Email:**

**May we approach at this stage?**

**Second Referee**

**Name:**

**Position:  
Organisation  
Address:**

**Postcode:**

**Contact Number:**

**Email:**

**May we approach at this stage?**

**Before completing this section we strongly advise that you read the job description and person specification . Be specific about the experience and qualifications you have which are relevant to this post.**

**EDUCATION AND TRAINING**

**Education and Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| School/College | Qualifications | Date Gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

|  |  |  |
| --- | --- | --- |
| Course Title | Areas Covered | Date Gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EMPLOYMENT HISTORY**

**Present or most recent employer**

**Employer’s name:**

**Employer’s address:**

**Dates of employment:**

**Annual salary:**

**Reason for leaving:**

**Job title and Brief outlines of duties:**

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name and Address | Position(s) Held | Dates | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SKILLS/EXPERIENCE**

**Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to the position. Please include details of any voluntary work which may be relevant. This is your chance to tell us why you feel you are a suitable candidate for this post, please include examples of personal, academic, professional and voluntary experiences.**

**DECLARATION**

**I certify that the information given on this form is correct to the best of my knowledge. I consent to Counselling Matters Bexley checking any information provided in this application and agree to the information being used for registration purpose under the Data Protection Act 1998.**

**Signed: Date:**

**Please return this application to** [**liz@counsellingmattersbexley.org**](about:blank) **by the 28th of August 2020.**