

Job Application Form

Please complete form in **black ink or type**.

For the purposes of equality, please only disclose the details requested. CVs cannot be accepted due to the difficulty of removing personal details which would identify you.

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| --- | --- | --- | --- |
| **Post Applied For** | Volunteer Student Counsellor | **Post Ref No** |  |

**1. Present Employment**

|  |  |
| --- | --- |
| Job Title |  |
| Hours per Week |  | Salary Range |  | Present Salary |  |
| Employer |  | Date Appointed |  | Notice Period |  |
| Describe the main duties and responsibilities  |
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**2. Previous Employment** (most recent first and exact dates where possible)

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| --- | --- | --- | --- | --- |
| Employer | Position Held | SalaryGrade / Scale | Full or Part-Time (if PTgive hours)  | Dates |
| From | To |
| D | M | Y | D | M | Y |
| REAL Education | Learning mentor |  |  |  |  |  |  |  |  |
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| If there are any gaps in your employment of more than 12 months, please provide reasons here |
| I am a specialist foster carer for Nottinghamshire County Council, I work for the Fostering Futures team. We look after the children that are hard to place due to their emotional needs and past experiences of trauma and abuse. |

**3. Education Background** (please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Institution Attended(school, college, university) | Qualifications gained, including subject– *You will be asked to bring certificates to interview* | Grades obtained  | Year Obtained |
| Nottingham University | Counselling Children and Young People | Masters (merit) | 2014 |
| Institute of Counselling | Diploma in Counselling Young People | Diploma | 2012 |
| De Montfort University | Audio and Recording Technology | BSc degree (2:2) | 2007 |
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**4. Job Related Training** (Give details of any training courses attended with dates)

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| Courses | Dates |
| Child Sexual Exploitation |  |
| Attachment Disorders |  |
| PACE |  |
| Self harm and suicide |  |
| Depression in young people |  |
| MAPA |  |

**5. Membership of Professional Institutions**

|  |  |
| --- | --- |
| State level and date of Membership and whether gained by examination | Date obtained |
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**6. Supporting Information**

Using the job description and person specification as a guide, give examples of your abilities and experience gained in paid or voluntary work, which will enable you to carry out the main activities of this job. Ensure that you refer to all items on the person specification.

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| --- |
| I graduated from Nottingham University in the winter of 2014 with a Masters in Counselling Children and Young .  |
| People and during that time I was also approved as a foster carer. I currently work as a therapeutic foster carer and  |
| am employed by Nottinghamshire County Council. I currently have a long term placement who is of dual heritage |
| Previously I worked for REAL Education for four years as a learning mentor, I worked 1:1 with teenagers assistin |
| g them with their education but also providing emotional support at a very challenging and crucial stage of their  |
| development. This role would involve supporting the young person to achieve ARE, this often meant prioritising  |
| their emotional needs and giving them space to talk about their issues before commencing learning. I've completed  |
| several courses through my work as a foster carer and I can provide a detailed learning record of this training,  |
| covering issues such as self harm, anxiety and depression, cyberbullying and safeguarding. I work professionally  |
| and understand boundaries, I'm aware of and abide by ethical working guidelines and should I be considered for  |
| this post I would apply for indemnity insurance through my broker and attend supervision. I would very much like |
| the opportunity to use my theoretical knowledge and experience at Bilborough. I am passionate about working  |
| with young people and would like to work with you to ensure the students receive a quality counselling service |
| which will enable them to achieve everything that they are capable of achieving. |
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Equal Opportunities Monitoring Form

This section will be detached and not seen by the short listing panel

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| **Post Applied For** | Volunteer Student Counsellor | **Post Ref No** |  |

Bilborough College is committed to equal opportunities for all, in recruitment and selection, employment, training and promotion, regardless of gender, race, ethnic origin, nationality, religion or belief, disability, sexual orientation, marital status and age .

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this separate form. This additional information will be used to help ensure that all applications receive equal and fair consideration and to enhance the college policy and practices. Your personal details will not be identifiable from this process and the College will not retain appliation forms (for unsuccessfull candidates) after six months from the date of appointment to the post. These will then be destroyed confidentially. If you object to providing this information you do not have to answer the question. We will respect your viewpoint and your application will not be harmed or affected.

1. **Personal Details** (block letters please)

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Mr/Mrs/Miss/Ms/Dr  | Surname | Regester |
| Forename(s)  | Kat |
| Are you or have you been known by any other name? | YES/NO | If ‘YES’, please give details | - |
| Address | 14 Leander Close, Wilford, Nottingham |
|  | Post Code | NG11 7BE |
| Home Telephone number: | 07941746706 | E-Mail address | katregester@gmail.com |
| Work Telephone number: | - | Can we contact you at work? | Yes ( No ( |
| DfES No(if relevant) |  | Do you have Qualified Teacher Status? | Yes ( No (x |
| Are you registered with the GTC? (Teachers only) | Yes ( No ( | National Insurance Number | JP945334C |
| If you do not have a National Insurance number, please specify why? |  |
| Do you have the right to work in the UK? | Yes (x No ( |
| Nationality | White British | Date of Birth\* | 25/08/1986 |
| Are you related to any Governor or Employee of Bilborough College?\* *this must be completed* | \*YES / NOx | If Yes, state the name and relationship  | - |
| How did you find out about this vacancy? | TES website |

1. **How would you describe your Ethnic Origin?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | **Mixed** | **Asian or Asian British** | **Black or Black British** | **Chinese or Other Ethnic Group** |
| British (x | White & Black Caribbean (  | Indian ( | Black Caribbean ( | Chinese ( |
| Irish ( | White & Black African ( | Pakistani ( | Black African ( | Other\* ( |
| Other White\* (  | White & Asian ( | Bangladeshi ( | Other Black\*( | \*please specify  |
| \*please specify  | Other Mixed\* ( | Other Asian\* ( ( | \*please specify  |   |
|   | \*please specify  | \*please specify  |   |  |
|  |   |   |  |  |

**PLEASE (**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sex** | Female | x | Male |  | Marital Status | Married |  | Single | x |
| **Age** | 16–18 |  | 19–25 |  | 26–35 | x | 36 - 45 |  | 46-55 |  | 56- 65 |  | 66+ |  |

1. **Disability**

*Under the Disability Discrimination Act 1995 the definition of disability is:*

*“A person has a disability for the purpose of this Act if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”.*

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | YES ( NO (xIf YES, please also answer the following: |
| Based on your knowledge and understanding of the post applied for, are you aware of any modications that could be provided to assist you in carrying out the duties required? Please detail below: |
|  |
| Is there any information that we need in order to offer you a fair selection interview/process? |
| - |

Prior to formal appointment, applicants are required to complete a confidential statement of medical history and may be required to undergo a medical examination.

**5. Referees**

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| NOTES: * A referee from an employer by whom you were most recently employed in work with children or young people should be provided.
* The second reference should be from a previous employer wherever possible.
* If you have not previously been employed, then Head Teachers, College lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Friends and relatives are not acceptable referees.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Do you give permission for the above referees to be contacted prior to your interview? (please ()** **1. Yes ( NO ( 2. Yes( No(**Note: All offers are subject to satisfactory references  |

**6. Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have a current driving licence? | YES/NO | Do you have the use of a car? | YES/NO |

1. **Declaration and Consent**

|  |
| --- |
| I declare that, to the best of my knowledge and belief, the information contained in all sections of this application form is accurate and true. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.I consent to Bilborough College recording and processing the information detailed in this application. Bilborough College will comply with their obligation under the Data Protection Act 1998.I consent for my employer/previous employer to release information on my suitability of employment (including my attendance record).Signed……………………………………… Date:………………………… |

1. **Data Protection Act**

Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.

**Return the form together with the main application form on or before the closing date to: The Personnel Office, Bilborough College, College Way, Nottingham, NG8 4DQ**



Disclosure of Criminal Convictions

This section will be detached and not seen by the short listing panel

The nature of the post for which you have applied means that it is exempt from provisions contained in the Rehabilitation of Offenders Act, 1974. You are therefore, not entitled to withhold information about convictions unless they are ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

Disclosure of a criminal offence need not necessarily debar you from appointment. However, should you fail to disclose a criminal conviction prior to appointment this could result in your dismissal or other disciplinary action being taken against you.

***All information will be treated in the strictest confidence.***

|  |  |
| --- | --- |
| ***Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.*** (Car parking or speeding offences may be discounted) | Yes ( No (x |
| If Yes, please provide details of any criminal offences for which you have ever been convicted including the type of offence, date of conviction and subsequent sentence in the box below.  |
| Type of Offence | Date of Conviction | Subsequent sentence / Fine | Further Information |
|  |  |  |  |

**I declare that the above response is, to the best of my knowledge, correct**

**Signed…….……………………Name……………………… Date……………**

**Position Applied for………………………volunteer student counsellor……………………………………….**

**Applicants should note that List 99 checks will be undertaken prior to an offer of employment being made. Following an offer of employment, the successful applicant will be required to complete a DBS Disclosure Application, at the appropriate level.**