**APPLICATION FORM FOR COUNSELLOR ON PLACEMENT**

(All information will be treated as confidential)

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| **Name:** |  | | | |
| **Address:** |  | | | |
| **Phone Number:** |  | | | |
| **Email:** |  | | | |
| **Do you have a current right to work in the UK?** | | | Yes | No |
| **If no, please provide details.** | |  | | |

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| --- | --- | --- | --- |
| **Criminal offences and safeguarding children and vulnerable adults** | | | |
| The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) check. This means that you should provide information about all previous convictions, including those that are spent. Failure to disclose relevant information below could lead Kinergy withdrawing an offer of employment.  The information you provide here will be kept confidential and only disclosed to those parties relevant to the recruitment process. The disclosure of a criminal record will not necessarily prevent your employment with Kinergy. In making a decision, we will carefully consider any conviction’s relevant to the appointment. | | | |
| **Have you at any time been convicted of a criminal offence?** | | Yes | No |
| **Have you been restricted from working with children or vulnerable adults?** | | Yes | No |
| **If the answer to either or both of these questions is “Yes”, please give details:** |  | | |

1. **Employment History**

*Please include if you intend on continuing with any employment if you were successful in the last column*

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| --- | --- | --- | --- | --- |
| **Dates (from/to)** | | **Name & Address of Employer** | **Position Held and Responsibilities** | **Reason for Leaving** |
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1. **Voluntary Work**

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| --- | --- | --- | --- | --- |
| **Dates (from/to)** | | **Name & Address of Organisation** | **Role and Responsibilities** | **Reason for Leaving** |
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1. **Education**

*Please provide details of your current education*

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| --- | --- | --- |
| **Year(s)** | **Educational Institute & Accreditation Body** | **Qualification Gained** |
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1. **Training**

*Please provide details of any training relevant to this post*

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| --- | --- | --- |
| **Year(s)** | **Provider** | **Course** |
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1. **Professional Memberships**

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| --- | --- | --- | --- |
| **Professional Body** | **Grade of Membership** | **Additional Information** | **Dates** |
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1. **Please tell us why you would like to do your placement at Kinergy**
2. **Please let us know how you meet the required criteria given in the person specification for this role:**

**References**

*Please provide details of 2 referees. At least one must be a your course tutor. Referees cannot be family members. References will be checked if an offer has been made.*

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| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| **Name:** |  | **Name:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **Organisation** *where applicable* |  | **Organisation** *where applicable* |  |
| **Address:** |  | **Address:** |  |
| **Phone No.:** |  | **Phone No.:** |  |
| **Email:** |  | **Email:** |  |

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.

I understand that any offer of employment is subject to the Organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and medical report (in line with the operation of the Equality Act 2010).

**Signed:**

**Date:**

**Please return this form (along with our Equal Ops. form) to:**

coordinator@kinergy.org.uk or post it to: Kinergy, Mary Carpenter House, Kingswood Foundation Estate, Britannia Road, Bristol, BS15 8DB