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| *Please complete this form as fully as possible, it is designed to be typed not hand written* |

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| Applicant Information | | | | | | | | | | | | | | | |
| Title |  | | First Name | | |  | | | Last Name | | |  | | | |
| House Number/Name |  | | Street | | |  | | | | | | | | | |
| Town/City |  | | County | | |  | | | Postcode | | |  | | | |
| Mobile Phone |  | | Home Phone | | |  | | | Email Address | | |  | | | |
| Job title of role that you are applying for | | |  | | | | | | | | | | | | |
| Please confirm that you are eligible to work in the UK  *(Delete as appropriate)* | | | | YES / NO | | | Is this eligibility dependent on any type of visa? *(Delete as appropriate)* | | | | | | | YES / NO | |
| Have you previously worked for Place2Be?  *(Delete as appropriate)* | | | | YES / NO | | | If so, please give details | | |  | | | | | |
| Have you previously been a Counsellor on Placement for Place2Be?  *(Delete as appropriate)* | | | | YES / NO | | | If so, please give details | | |  | | | | | |
| Have you previously applied for a role with Place2Be?  *(Delete as appropriate)* | | | | YES / NO | | | If so, which role(s)? | | |  | | | | | |
| Where did you hear about this position? | | | |  | | | | | | | | | | | |
| Are you related to/or do you have a personal relationship with any employee of Place2Be? | | | |  | | | | | | | | | | | |
| Please tell us if there are any reasonable adjustments we can make to assist in your application? | | | |  | | | | | | | | | | | |
| Please tell us if there are any reasonable adjustments we can make to the job itself to help you carry it out | | | |  | | | | | | | | | | | |
| Education and Qualifications(Please include any courses you are currently STUDYING AND the expected graduation date) | | | | | | | | | | | | | | | |
| **Place of Study** | | **Course Title** | | | **Level** | | | **Awarding Body** | | | **From** | | **To** | | **Course Completed?** |
|  | |  | | |  | | |  | | |  | |  | | YES / NO |
|  | |  | | |  | | |  | | |  | |  | | YES / NO |
|  | |  | | |  | | |  | | |  | |  | | YES / NO |
|  | |  | | |  | | |  | | |  | |  | | YES / NO |
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| Previous Employment*please give details of all your previous Work experience, detailing your most recent employment, putting the most recent first and accounting for any gaps. it is essential you are able to account for all periods of your employment history. please include any voluntary, home-based or part-time work.* | | | | | | |
| Job Title |  | | | Employer’s Name | |  |
| From |  | | | To | |  |
| Salary |  | | | | | |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |
| Job Title |  | | | Employer’s Name | |  |
| From |  | | | To | |  |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |
| Job Title |  | | | Employer’s Name | |  |
| From |  | | | To | |  |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |
| Job Title |  | | Employer’s Name | |  | |
| From |  | | To | |  | |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |
| Job Title |  | | Employer’s Name | |  | |
| From |  | | To | |  | |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |
| Job Title |  | | Employer’s Name | |  | |
| From |  | | To | |  | |
| *Job held and brief outline of duties* | | | | | | |
|  | | | | | | |
| Reason for Leaving | |  | | | | |

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| ReferencES | | |
| If you are currently on, or have previously undertaken, a Counselling Placement at Place2Be, please provide the name of your current or previous School Project Manager in the box below.Please note that we will obtain feedback as part of our referencing process. | | |
| Full name of your School Project Manager at Place2Be |  | |

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| **CONVICTIONS AND SAFEGUARDING** | |
| *If the answer to any of the below is* ***YES,*** *Please provide details and an explanation on a separate document marked ‘confidential’ including an explanation of how you have consequently demonstrated you are a suitable person to work directly with children.* | |
| **CONVICTIONS** | |
| Do you have any criminal convictions? *(Delete as appropriate)* | YES / NO |
| **Please read carefully**  If you are applying for a role that involves working with Children, Young People or Vulnerable Adults directly or indirectly **all** cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.  Place2Be carry out an enhanced DBS/PVG check, which will detail all convictions for people working with Children, Young People and Vulnerable Adults. Unspent criminal convictions will not necessarily preclude you from carrying out a Placement with Place2Be, but will be taken into consideration when assessing your suitability for the position. | |
| **SAFEGUARDING** | |
| Have you as an adult had involvement with a local authority, in relation to care proceedings or child protection proceedings in your family? *(Delete as appropriate)* | YES / NO |
| Have you ever had a child protection or safeguarding concern raised or an allegation made against you?  *(Delete as appropriate)* | YES / NO |
| Have you or do you still have an association with someone who has been convicted of any offences against children or vulnerable adults? *(Delete as appropriate)* | YES / NO |
| Have you ever had any personal involvement with Social Services or the Police relating to a safeguarding issue?  *(Delete as appropriate)* | YES / NO |

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| Disclaimer | | | |
| By completing this form you are agreeing to the following:   * The answers are true and complete to the best of my knowledge, and I understand that if this application leads to employment that false or misleading information in my application or interview may result in my dismissal. | | | |
| Do you agree with this statement?  *(Delete as appropriate)* | YES / NO | Date |  |

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| supporting statement |
| Please use this space to write a supporting statement, explaining why you think you would be suitable for the role that you have applied for.  Please relate to the Job description and Person Specification, and detail how your previous experience and skills match our requirements, particularly focusing on your training and work experience.  We recommend that you write no more than **500** words. |
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