**YORK ST JOHN UNIVERSITY COMMUNITIES CENTRE**

**PLACEMENT APPLICATION FORM**

**PART 1: BASIC DETAILS**

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| --- | --- |
| **Personal Details** | **Pronouns:**  **Name:**  **Email:**  **Telephone:**  **Address:**  **Date of Birth:** |
| **National Insurance Number** |  |
| **Current Education** | **Name of Course:**  **Year of study:**  **Institution:**  **Number of hours required:**  **Number of placement hours acquired so far (if applicable):** |
| **Professional Membership details (if applicable) e.g. BACP** |  |
| **Do you have any specific or additional needs? E.g accessibility, communication etc.** |  |
| **Do you have any disabilities you would like to make us aware of?** |  |
| **Do you have any medical conditions or allergies that we would need to be aware of in the event of an emergency?** |  |
| **Do you have any criminal convictions/cautions (with the exception of fixed penalty, traffic offences)?** | Yes  Please specify…  No |

**\*** Please note all placement students are required to undergo criminal record checks as provided by the Disclosure and Barring Service. This record check will include details of cautions, reprimands or final warnings, as well as convictions. A criminal record will not affect your chances of volunteering unless we decide it makes you unsuitable. The nature of the offence, how long ago and what age you were when it was committed, patterns of offending and any other relevant factors will be considered. Any information will be kept in strict confidence and will be stored securely. If these checks reveal evidence, we believe makes you unsuitable to volunteer with us either at the start of the process or any time later, we will not be able to start/continue the volunteering relationship. By signing this application, you are giving your consent to these checks being carried out at any time during your volunteering with the YSJU Communities Centre.

**PART 2: Emergency Contact Information**

|  |  |
| --- | --- |
| **Emergency Contact** | **Name:**  **Telephone:**  **Address:**  **Relationship:** |

**PART 3: REFERENCES**

Please note, one reference must be from your current academic institution

|  |  |
| --- | --- |
| **Referee 1** | **Name:**  **Email:**  **Telephone:**  **Organisation:**  **Position:**  **How long has this person known you?**  **In what capacity does this person know you?** |
| **Referee 2** | **Name:**  **Email:**  **Telephone:**  **Organisation:**  **Position:**  **How long has this person known you?**  **In what capacity does this person know you?** |
| By completing and submitting this application form, you give your consent to us contacting your references. Please note that at least one reference must either be an academic or professional reference. References may not be accepted from friends or family members. | |

**PART 4: QUESTIONS**

|  |  |
| --- | --- |
| **Which Placement Role are you Applying for?** |  |
| **Counselling Experience**  Please give details of any practical counselling experience you have. |  |
| **Course and training**  Please describe the theoretical basis of your training so far and any particular areas of interest. |  |
| **Volunteering/Relevant Experience**  Please give details of any relevant experience or voluntary work you have carried out. |  |

**PART 5: PLACEMENT AVAILABILITY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Counselling**  Min: 3 client hours per week (please select your availability | Mon  AM | Mon PM | Tue  AM | TUE PM | WED AM | WED PM | THUAM | THUPM | FRI  AM | FRI  PM |
|  |  |  |  |  |  |  |  |  |  |

**NEXT STEPS**

Please email your completed application form with your CV to **cmhc@yorksj.ac.uk** and a brief cover letter. Once we have received both documents, your application will be reviewed for shortlisting, and if selected you will be invited to attend an interview. If you have any access requirements, we can arrange your interview using an alternative method.

**Privacy Notice**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Who are we?**

The data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the PVC Governance and Student Life, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626844 , email: gov.compliance@yorksj.ac.uk.

**What legal basis do we have for processing your personal data?**

By completing and submitting the form, you are giving us your consent to process the personal data provided. The processing of personal data is covered under UK GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing the University at gov.compliance@yorksj.ac.uk.

**How long do we keep your personal data?**

We will retain your data for the entire period that you are in a placement or volunteering agreement with the YSJU Communities Centre and for a further 5 years from when your agreement ends.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will protect data against accidental loss; prevent unauthorised access to, use of, destruction of or disclosure of the data; ensure business continuity and disaster recovery; restrict access to personal information; conduct Privacy Impact Assessments in accordance with the law and University policies; train staff and contractors on data security; and manage third party risks through use of contracts and security reviews

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to be kept informed as to how we use your data; request a copy of the data we hold about you via a Subject Access Request; update, amend or rectify the data we hold about you; change your communication preferences; ask us to remove your data from our records; object to or restrict the processing of your information; and raise a concern or complaint about the way in which your information is being used.

**Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: gov.compliance@yorksj.ac.uk, tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: www.ico.org.uk.