

COUNSELLING PLACEMENT APPLICATION FORM



**Communities
Centre**
AT YORK ST JOHN UNIVERSITY

PART 1: BASIC DETAILS

Personal Details	Pronouns: Name: Email: Telephone: Address: Date of Birth:
National Insurance Number	
Current Education	Name of Course: Institution: Date Started: Year of study: Number of placement hours required: Number of placement hours acquired so far if applicable: Course Lead Academic Tutor Name: Course Lead Academic Tutor Email:
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 ☐

PART 2: EMERGENCY CONTACT INFORMATION

Emergency Contact	Name: Telephone: Address: Relationship:
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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

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.	

NEXT STEPS

Please email your completed form, CV and a brief cover letter to **ysjcc@yorks.ac.uk**

Once we have received your documents your application will be reviewed for shortlisting, if successful we will contact you to arrange an interview.

If you have any access requirements, we can arrange your interview using an alternative method.

Placement Application Notes:

1. 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.
2. Applications will be kept on file for 12 months from date of receipt. To be considered for a placement after this date, applicants must reapply.