

# WEST LONDON CENTRE FOR COUNSELLING

## Trainee Counsellor Application Form

### Section 1 – Personal Details

**First Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone Day:** \_\_\_\_\_ **Evening:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Male/Female:** \_\_\_\_\_

**Current Job Title:** \_\_\_\_\_

**Languages you can work in:** \_\_\_\_\_

**Courses applied for/attending:** \_\_\_\_\_

**If selected for placement, when would you be able to start?** \_\_\_\_\_

**Are you able to commit to a minimum of 18 months at WLCC?** \_\_\_\_\_

### Membership of Professional Bodies

BACP/UKRC/UKCP/BPS etc. \_\_\_\_\_

**Membership status:** \_\_\_\_\_

**Section 2 – Qualifications (please include current training)**

College/University etc.	Dates Attended	Qualifications
<p><b>For example</b>  <i>Westminster Pastoral Foundation</i></p> <hr/>	<p><i>From: September 1998</i>  <i>To: June 2001</i></p> <hr/>	<p><i>Diploma in Psychodynamic Counselling</i></p> <hr/>
<p><b>Other Relevant Courses</b></p>		

**If applicable:**

The number of clients seen/face-to-face hours of counselling provided to date \_\_\_\_/\_\_\_\_

**Are you currently on any other placements?**     Yes                       No

If yes,

- Where and how long for? \_\_\_\_\_ / \_\_\_\_\_

- If you have finished your placement, please state when and reason for ending \_\_\_\_\_

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**Experience of personal therapy?** \_\_\_\_\_

(please give details, how long, personal perspective)

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## Section 4 – Relevant Experience

**Give an example of how you have ensured that social and cultural issues are addressed in some of the work you have been undertaking.**

**Describe a recent ethical dilemma that you have encountered and how you dealt with the situation.**

**What do you think the key issues of working to a time-limited model might be?**

## **Section 5 -Additional Information**

### **Personal Statement**

**Using the Person Specification below as a guide (giving examples where possible), please describe (in no more than 500 words) why you are interested in being a Trainee Counsellor at West London Centre for Counselling. Include the skills, knowledge and experience you believe you possess that will support your application and what you feel you will bring to this position.**

## Section 6 – Disclosure

Disclosure of any information does NOT automatically exclude you from obtaining a placement at WLCC. However, failure to disclose any such information may result in the refusal or the termination of a placement at WLCC.

Have you ever or are you currently the subject of any criminal, civil investigatory or disciplinary proceedings or enquiries?

- Yes (please declare on an attached statement)
- No

Have you ever or are currently been refused/expelled from membership of any professional body/register or training course?

- Yes (please declare on an attached statement)
- No

## Section 7 – References

Please provide details of two referees you are happy for us to approach; one of whom should be your present college tutor.

FIRST REFERENCE	SECOND REFERENCE
Name:	Name:
Address:	Address:
Job Title:	Job Title:
Tel No:	Tel No:
E-mail address:	E-mail address:

**Section 8 - Availability**

Monday: morning ..... afternoon ..... evening ..... anytime .....

Tuesday: morning ..... afternoon ..... evening ..... anytime .....

Wednesday: morning ..... afternoon ..... evening ..... anytime .....

Thursday: morning ..... afternoon ..... evening ..... anytime .....

Friday: morning ..... afternoon ..... evening ..... anytime .....

Please indicate times (e.g. Monday morning 10 – 12 or Tuesday evening 6 – 9 )

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**I understand that the information I have given on this form is accurate and may form part of my contract. If this information is found to be false my placement may be terminated.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Once we receive your completed application form, we will send you a receipt of acknowledgement. If you do not hear from us within 10 days please contact us.*

## WEST LONDON CENTRE FOR COUNSELLING

### Trainee Counsellor – Person Specification

#### Essential

- To have completed an initial phase of training (theory and practice) of at least one (1) year and to be engaged in further training.
- To be able to commit for a minimum of eighteen (18) months.
- To be able to manage casework/work to specific guidelines.
- To have an understanding of the importance of supervision and showing the willingness to learn.
- To be able to work as part of a team.
- To have an understanding of time-limited counselling work.
- To have knowledge of and adhere to the BACP's Ethical Framework.
- To have an understanding of Equal Opportunities in a counselling environment.
- To have experience of personal therapy.

#### Desirable

- To have experience of working with people from a variety of backgrounds.
- To have an understanding of different therapeutic models.
- To be able to integrate theoretical knowledge with practice.



**WEST LONDON CENTRE FOR COUNSELLING**  
**Equal Opportunities Monitoring Form**

West London Centre for Counselling is committed to its Equal Opportunities Policy. In order to monitor the effectiveness of our policy we request all applicants provide the information indicated.

All decisions concerning recruitment, training etc. will be made with regard only to the requirements of the job and will not be influenced by any consideration of ethnic origin, gender, disablement, age, marital status, sexual orientation, religious belief or social background.

In order to monitor our performance against this policy, we ask all applicants to provide the information listed below. This will remain anonymous and confidential and will NOT be used as part of the selection procedure. It is purely to provide us with a statistical summary to see if we need to alter our recruitment procedures to achieve greater compliance with our equal opportunities policy.

Please indicate which of the following apply to you.

- Male
- Female

Do you consider yourself disabled?                      YES/NO

Are you registered disabled?                              YES/NO

*Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated.*

Would you describe your ethnic origin as:

- White
- Irish
- Black Caribbean
- Black African
- Black other (please describe).....
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other (please describe).....