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**Covering Document**

**DOMESTIC ABUSE COUNSELLOR**

**(Warwickshire)**

**To be considered for the post above, please complete this document in full and submit it with an up-to-date C.V. containing full contact details.**

1. Name:
2. Are you free to remain and take up employment in the UK with no current immigration restrictions? *Please delete as appropriate*

Yes  No

1. Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974? *Please delete as appropriate*

Yes  No

If yes, please give details / dates of offence(s) and sentence.

1. Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? *Please delete as appropriate*

Yes  No

1. Are you related to or do you have a close personal relationship with an employee(s), volunteers or Executive member of Listening Ear? *Please delete as appropriate*

Yes  No

If so, please state their name, job title and your relationship to them.

1. The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities’. Do you consider yourself to have a disability? *Please delete as appropriate*

Yes  No

If yes, please give brief details of any adjustments you may require to enable you to attend and participate in an interview. Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

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| --- | --- | --- |
| **Person Specification** | **Essential/ Desirable Criteria** | **Please write a short statement below which evidences how you meet each criteria (if applicable to you). We will use these answers to shortlist applicants. Please do not just write ‘yes’ below. This one word answer would not be considered evidence of how you meet a criteria and will not score any points during shortlisting.**  **For any statements that do not apply to you, please write N/A (for not applicable).** |
| Level 5 qualification in Counselling or equivalent | E |  |
| Registered Member of BACP | E |  |
| Hold the BACP Certificate of Proficiency, be on the BACP Register of Counsellors and Psychotherapists | E |  |
| Achieve BACP Accreditation within 2 years of  commencing employment with LE and being eligible to apply | D |  |
| Minimum of 100 supervised client hours | E |  |
| Experience of working with children, young people, and adult workforces | E |  |
| Experience of supporting victim survivors of Domestic Abuse | D |  |
| Experience of processing counselling referral information within a database system | D |  |
| Experience of triaging counselling referrals | D |  |
| Experience of conducting initial assessments | D |  |
| Experience of onward signposting, making onward referrals or working multi-agency | D |  |
| Experience of creating support plans for clients | E |  |
| Experience of delivering whole family approaches or working multi-agency for the benefit of clients | D |  |
| Evidence of continuing CPD | E |  |
| Evidence of training in CBT | D |  |
| Experience of delivering psychoeducational groups and or family work | D |  |
| A willingness and an ability to travel to all service locations within Warwickshire as directed by LE (we are recruiting across the County and will aim to allocate clients as closely to you as possible) | D |  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Listening Ear Merseyside processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Where did you hear about this job?

Please state the source (e.g. Indeed, Charity Jobs, Website, etc.):

Declaration:

Listening Ear is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

*I acknowledge that Listening Ear is under a duty to protect the funds it secures from grants, contracts and donations and to this end, I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes. Listening Ear’s Recruitment Privacy Notice can be viewed* [*here*](https://listening-ear.co.uk/recruitment-privacy-notice/)*.*

*I hereby certify that:*

* *All the information given by me on this form is correct to the best of my knowledge*
* *All questions relating to me have been accurately and fully answered*
* *I possess all the qualifications which I claim to hold*

**Signed: Dated:**

**To apply for this role, submit this completed form along with your current C.V. via email to:**

[**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)

**For enquiries relating to this role, please contact** [**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)**.**