|  |  |  |
| --- | --- | --- |
|  | **Eating Distress NorthEast** |  |

**The Old Post Office, 5 Pink Lane**

**Newcastle upon Tyne NE1 5DW**

## Registered Charity no. 1150416, Company no. 8269009

|  |
| --- |
| **Application for the post of:** Counsellor |
| Please return application by: 5pm on Monday 27th March to[enquiries@edne.org.uk](mailto:enquiries@edne.org.uk) |

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Details | | | |
| Surname | Forename(s) | | Title |
| AddressPostcode | | | |
| **Home telephone** | | **Mobile** | |
| Email address | | | |
| National Insurance number | | | |

**Education**

Please include details of any academic, work based and professional qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification **obtained** | Subject | **School/College/ University** | **Grade** | **Date** |
|  |  |  |  |  |
| Other Skills and QualificationsPlease tell us about any other transferable skills and qualifications you hold | | | | |
| Membership of professional bodies Name of body, level and date of membership obtained | | | | |

## Present or Most Recent Employment Details

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Telephone number |  |
| Job title |  |
| Full time / part time **(number of hours)** |  |
| Date appointed |  |
| Date left (if applicable) |  |
| Reasons for leaving (if applicable) |  |
| Notice required by current employer |  |

|  |
| --- |
| Brief details of the nature of your work. Please include details of responsibilities. |

**Previous Employment History**

Please give details of the positions (paid or unpaid) you have held starting with the most recent, accounting for any gaps in your employment history.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates(month/year) | | **Name and address of employment** | | **Position held and brief summary of main responsibilities** | | **Reason for**  **leaving** | |
| From | To |
|  |  | |  | |  | |  | |

**Voluntary and Community Work Experience**

|  |
| --- |
| Please tell us about any voluntary work experience you have done or are currently doing and what transferable skills and experience they have developed |
| Please give details of any paid or voluntary work you plan to continue if appointed to this post |

**Supporting Statement**

|  |
| --- |
| Please tell us how you meet the person specification for this role. Remember to try and address each point from the candidate pack.  You may include any relevant experience, knowledge or skills; this includes voluntary or unpaid work. The information you provide will be the basis for short-listing for interview. |
|  |

###### References

Please give the name, address and designation of two appropriate referees of whom confidential enquiries may be made. One must be your present or most recent

employer (paid or unpaid work).

|  |  |  |  |
| --- | --- | --- | --- |
| Notes for Applicants Please state whether or not we may approach these referees if you are shortlisted for the post. YES / NO  All references will be taken up prior to any appointment being offered.  All appointments are subject to the receipt of satisfactory references and DBS checks | | | |
| Employer Referee | Second Referee | | |
| Name | Name | | |
| Organisation name | Organisation name | | |
| Organisation address | Organisation address | | |
| Email | Email | | |
| **ADDITIONAL INFORMATION** | | | |
| Do you need a visa/work permit for regular employment in the UK? | | | YES / NO |
| Candidates should note that this post is one designated as requiring an Enhanced Criminal Records check with the Disclosure and Barring Service. | | | |
| Have you ever been convicted of any criminal offence (other than a motoring offence), which is not a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974? | | | YES / NO |
| Are you a car owner/do you have access to a car? YES / NO | | Do you have a full clean driving licence? YES / NO | |
| How / where did you hear about this vacancy? | | | |

## Declaration

Please check all the answers you have given on the application form and carefully read this declaration before signing it.

I understand that an offer of employment made by EDNE will be subject to satisfactory references being obtained and a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

The facts contained in this application for employment are, to the best of my knowledge, true and complete. I understand that any false statements may disqualify me from employment

or render me liable to summary dismissal.

|  |  |
| --- | --- |
| **Signature** | **Date** |

Data Protection Statement

The information collected by this form allows us to make an informed decision as to whether to proceed with your application.

Where the information provided is sensitive, you expressly consent to our use of the information to assess your application.

As part of our assessment, we may have to carry out checks to verify the information provided by you. We may obtain information about you from third parties (including referees) and disclose your personal data to certain third parties such as law enforcement bodies for this purpose.