



Volunteer Counsellor - Application Form

The vision of EACH is to facilitate and sustain positive change in the lives of individuals, families and communities affected by problems arising from alcohol and drug misuse, domestic violence and related mental health concerns.

Please complete the below application form if you would like to volunteer with our organisation as a counsellor.

Contact Details

Name	
Address	
Telephone	
Mobile	
Email	

Preferred location of working

- Richmond
- Wandsworth
- Kingston
- Ealing
- Brent
- Harrow
- Hillingdon
- Hounslow

Educational and Counselling Qualifications

Please state the number of clinically supervised 1:1 counselling hours: _____

Which of the following statements best describes you: *(please tick)*

- I am a trainee counsellor/therapist
- I am a qualified counsellor/therapist
- I am a qualified counsellor/therapist in post-qualification training
- I am an accredited counsellor/therapist



Languages Spoken: Hindi / Urdu / Punjabi / Somali/ Gujarati/ Tamil / Farsi / Arabic

Any other, please state: _____

Experience facilitating groups: _____

University / College / School	Dates of Course Attended /Attending		Course Title and Awarding Body	Qualification Type and/or Grade gained
	<i>from</i>	<i>to</i>		

Other (*please specify*)

Dates of training Attended /Attending		Institution/Body	Course Title	Qualification Type and/or Grade gained
<i>from</i>	<i>to</i>			



Supporting Statement

Please supply additional information in support of your application. Selection of volunteers is based on personal qualities, experiences and abilities. Please provide details of information that you feel is relevant.

Why are you interested in volunteering for EACH and what do you hope and expect to gain from the experience?

Please describe your employment status:



Availability

What days and hours of the day will you be volunteering? We expect volunteers to commit at least one day (5 hours a week) for a **duration of 6 months**.

	Daytime	Evenings (After 5pm)	Total number of hours (min 4 hrs/ day)
Monday	<input type="checkbox"/>	<input type="checkbox"/>	Per Week? <input style="width: 100px; height: 20px;" type="text"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	

References

Please provide two references we can contact if you are successful in your application. Please note, references can be employers, volunteers or tutors (for example) but **should not** be a relative.

Referee 1

Name	
Address	
Telephone	
Mobile	
Email	
Relationship to you	
How long have you known them?	
Can we contact them?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Referee 2

Name	
Address	
Telephone	
Mobile	
Email	
Relationship to you	
How long have you known them?	
Can we contact them?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Criminal Convictions

Do you have any previous Criminal Convictions? Yes No

If so, please give details below. This should exclude any spent convictions under Rehabilitation of Offenders Act (Exemption Order 1975), unless you wish to volunteer in a role which involves working with vulnerable adults of children, directly or indirectly, in which case cautions, bind overs, pending prosecutions, spent and unspent convictions must be declared. Criminal records will be taken into account only when the convictions are relevant.

Declaring a conviction will not prevent you from being considered for a volunteer role, if you would prefer you may submit this information in a sealed envelope to the Volunteer Counsellor Coordinator marked 'Private and Confidential Addressee Only'.

Visa

Under the Asylum and Immigration Act 1996 most nationals of non-EU countries need a work permit to take up unpaid voluntary work in the UK.

Do you need a permit to volunteer? Yes No

Disability

Do you consider yourself to have a disability as defined in the Disability Discrimination Act 1995 which states it is a "physical or mental impairment that has a substantial and long-term adverse effect on the ability to carry out normal day to day activities?"

Yes No Prefer not to declare

If yes, please outline any support, adaptation or equipment you would require to attend an interview or to volunteer in this role.

Data Protection

Data Protection Act: I understand and agree that, as part of volunteering with EACH, my details may be held in a confidential database that is only used for reasons relating to my volunteering. Please sign to confirm.

Signature:		Date:	
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If you have any difficulties completing this form, please contact the Head Office:

Tel: 020 8577 6059

Email: info@eachcounselling.org.uk

For monitoring purposes, please complete the attached Equal Opportunities form and return it to us.

EACH promotes equal opportunities

For Office Use Only

<i>Date Received:</i>	
<i>Interview Date:</i>	
<i>Interview Confirmed:</i>	
<i>Induction Training Invite:</i>	
<i>Attendance Confirmed?</i>	
Volunteer Start Date	
Core Training Completed On?	(dd/mm/yy)
References Collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable, visa has been checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Notes:	



EQUALITIES MONITORING FORM

EACH is committed to employing a diverse workforce and welcomes applications regardless of age, sex, race, nationality, ethnic origin, religion, disability or sexual orientation.

This information will be used to monitor the effectiveness of our Equality and Diversity Policy and will be treated in confidence and play no part in the selection process. If you choose not to complete this page, it will in no way affect your application.

Gender: Male Female Transgender Other *(Please Specify)*:
My preferred pronouns are: _____

Age: 18 – 24 25 - 34 35 - 44 45 - 54 55 - 64 Over 65
 Prefer not to say

Ethnicity:

British

- English
- Scottish
- Welsh
- Other White British

- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Kosovan
- Turkish/Turkish Cypriot

Any Other White Background

- Albanian
- Bosnian/ Herzegovinian
- Croatian
- Serbian
- Any Other White Background

- White and Black Caribbean
- Any Other Mixed Background

- White and Black African
- White and Asian

- Black Caribbean
- Black Nigerian

- Black Ghanaian
- Black Somali

- Other Black African Background
- Other Black Background

- Chinese
- Afghanistan
- Arab Other
- Indian
- Pakistani

- Filipino
- Iranian
- Iraqi
- Bangladeshi
- Sinhalese

- Kurdish
- Lebanese
- Sri Lankan Tamil
- Any Other Asian Background

Not Stated

Prefer not to say

Any Other Not Already Specified



Religion:

- | | |
|--------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Any Other (<i>Please Specify</i>): _____ |
| <input type="checkbox"/> Prefer not to say | |

Disability:

If you consider yourself to have a disability, please give details:

Sexual Orientation:

- | | | |
|---------------------------------------|----------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Gay | <input type="checkbox"/> Other (<i>Please Specify</i>): |
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Prefer not to say |

Please tell us where you saw this job advertised: _____

Did you find our advertisement clear and precise? Yes No

Did you find our information pack clear and precise? Yes No

THANK YOU