**Associate Counsellor Application Form**

***For details of how to submit your application, please see the last page of this application form.***

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** |  | **Surname** |  |
| **Contact number** |  | **Email** |  |
| **Home address** |  | | |

|  |  |
| --- | --- |
| **Position applied for** |  |
| **What days would you be available to work?**  *Please ring all applicable* | Mon / Tue / Wed / Thu / Fri |
| **Association membership number, eg: BACP:** |  |
| **Insurance provider** |  |
| **Where did you hear about this vacancy?** |  |

**Employment history**

**Current / most recent role**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current / most recent job title** | |  | | |
| **Current / most recent employer** | |  | | |
| **Salary** |  | | **Notice period** |  |
| **Start date** |  | | **Leaving date** |  |
| **Reason for leaving** |  | | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** | | | | |
|  | | | | |

**Previous roles** (please add in chronological order, most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | | |
| **Employer** |  | | |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving**: |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** | | | |
|  | | | |
| **Job title** |  | | |
| **Employer** |  | | |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving** |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** | | | |
|  | | | |
| **Job title** |  | | |
| **Employer** |  | | |
| **Salary** |  | **Notice period** |  |
| **Start date** |  | **Leaving date** |  |
| **Reason for leaving** |  | **Full or part time?** |  |
| **Brief description of responsibilities, experience and knowledge gained:** | | | |
|  | | | |

**Any other previous roles relevant to this application** (insert additional tables as required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | | |
| **Employer** |  | | |
| **Start date** |  | **Leaving date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | | |
| **Employer** |  | | |
| **Start date** |  | **Leaving date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | | |
| **Employer** |  | | |
| **Start date** |  | **Leaving date** |  |

**Education and Qualifications** (insert additional rows if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification(s) and subject(s)** | **Awarding school / college / university** | **Grade** | **Date awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Continuing Professional Development** (insert additional rows if required)

|  |  |  |
| --- | --- | --- |
| **Course** | **Date** | **Comments / result (if graded)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Personal Statement**

|  |
| --- |
| **Please tell us how your knowledge, skills and experience meet the requirement of the job set out in the person specification** |
|  |

**Conflicts of Interest**

Are you aware of any family or personal relationships you have with any Employee(s) or Director(s) of BDSIP?

Are you a Governor, or related to a member of staff at any school?

Yes / No (if yes please state name and nature of relationship)

**References**

Please give details of two referees who we can contact for a reference. One of these should be your current/most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **Referee 1 – Current** | **Referee 2 - Previous** |
| **Name** |  |  |
| **Job Title** |  |  |
| **Postal Address** |  |  |
| **Email Address** |  |  |
| **Telephone** |  |  |
| **How long has this referee known you and in what capacity?** |  |  |
| **May we contact prior to interview?** |  |  |

|  |
| --- |
| ***Please note:***  *Referees will be asked to comment on your suitability to work with children and share any safeguarding concerns in previous roles. BDSIP takes our responsibility to safeguard and promote the welfare of all the children and young people seriously and it is our expectation that all employees and associates will share this commitment. We recognise the needs of the child as paramount and this position underpins all our work and our recruitment strategies.* |

**Safeguarding**

|  |  |
| --- | --- |
| **Do you have a valid DBS?** | Yes / No |
| **If yes, when was it issued?** |  |
| **Do you subscribe to the update service?** | Yes / No |
| *Please note: all staff working for BDSIP in roles where they may come into contact with young people are required to undergo criminal record checks as provided by the Disclosure and Barring Service. This record check will include details of cautions, reprimands, final warnings, as well as convictions. A criminal record will not affect your chances of employment, 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. By submitting this application, you are giving your consent to these checks being carried out.* | |
| **Have you ever been convicted of a criminal offence?** | Yes / No |
| **If your answer is YES, please provide detail(s) of date(s) of offence(s) and sentence(s) passed.** |  |

**Disabilities**

|  |  |
| --- | --- |
| **We are a ‘Disability Confident’ employer and welcome applications from candidates with a disability.** | |
| **Do you consider yourself to have a disability?** |  |

|  |  |
| --- | --- |
| **Do you need a work permit to work in the UK?** | Yes / No |
| **When are you available to start work for BDSIP?** |  |

|  |  |
| --- | --- |
| **I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.** | |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Declaration**

**Please complete the Equality and Diversity Form below, this will be kept private, confidential and separate from your application form.**

# Equality and diversity monitoring form

BDSIPwants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions please contact Joanne Atkinson at [joanne.atkinson@bdsip.co.uk](mailto:joanne.atkinson@bdsip.co.uk)

Please return the form once completed along with you application to [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes ☐    No ☐  Prefer not to say ☐

**Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***Asian or Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black, African, Caribbean or Black British***

African  Caribbean  Prefer not to say 

Any other Black, African or Caribbean background, please write in:

***Mixed or Multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other White background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual

Undecided  Prefer not to say 

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your working pattern?**

Full-time  Part-time  Prefer not to say 

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Barking and Dagenham School Improvement Partnership (BDSIP)**

**Associate Counsellor**

**How to apply**

To apply for this post please complete the BDSIP application form indicating the post of most interest to you and also the Equality and Diversity monitoring form.

Completed applications should be sent to [info@bdsip.co.uk](mailto:info@bdsip.co.uk) by 9am on Monday 1st September 2025. Please note we only accept applications submitted on the BDSIP Application Form.

**Interview process**

Interviews are currently planned for Friday 12th September 2025. Please advise us at the time of submitting your application if you are not available on this date.

**Further information**

For an informal discussion about the role please contact Fauzia Hoque, Counselling Service Lead, on 07971 111782 or at [fauzia.hoque@bdsip.co.uk](mailto:fauzia.hoque@bdsip.co.uk)

**Equality and Diversity monitoring form**

As an organisation, BDSIP is proud to be leading work with our schools to address issues of race and social justice. We value the diversity of the communities we serve and want our workforce to reflect this. Accordingly, we welcome applications from candidates of all backgrounds, particularly those currently underrepresented in our workforce.

Please see the form above, it would be appreciated if you could complete this form and return it along with your application to [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

The information provided will be kept confidential and only used for monitoring purposes.