

## Portsmouth Counselling Service Job and Placement Application Form

<b>Position applied for:</b>	<b>Ref:</b>
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**Personal details**

<b>Forenames:</b>	
<b>Surname:</b>	(male/female)
<b>Current address:</b>	
<b>Contact Number:</b>	

<b>Qualifications</b> (Please begin with most recent qualifications)			
Dates (from - to)	School, College, University	Qualification Achieved	Grade

**Please continue on a separate sheet if necessary**

**Employment history**

Please give details of your employment history, beginning with your present or most recent employment. Please include any voluntary and work experience. Year and month of employment is required. Any gaps in employment **must** be explained.

<b>Dates (from / to) YYMM/ YYMM</b>	<b>Employer (name and address)</b>	<b>Position held, (title, responsibilities, working hours)</b>	<b>Reason for leaving</b>

**Please continue on a separate sheet if necessary**

<b>Membership of Professional Body</b>

**References**

Please provide details of 3 referees who we may approach with regards to this job application. The referees must not be members of your family and one should be your present or most recent employer. Upon submitting this information you are giving your consent for contact to be made.

<b>1. Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Occupation and Time known:</b>

<b>2. Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Occupation and Time known:</b>

<b>3. Name:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Occupation and Time known:</b>

**Supporting Statement**

Please provide any details that you feel would support your application, you may include hobbies and interests if you wish.

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**Continuing Personal Development**

Please note any other/Continuing Personal Development courses attended in the last 2 years

Dates	Course	Provider

Continue on separate sheet if necessary

**Data Protection**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to Portsmouth Counselling Service processing the data supplied in this application form for the purpose of recruitment and selection, and employee information.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

**Applicant signature**..... **Date**.....