



SEFF
SOUTH EAST FERMANAGH
FOUNDATION

VSS
Victims & Survivors Service

bacp
collective mark

**Accredited
Service**

SEFF

Supporting Victims & Survivors, Strengthening Communities

**Counsellors, Therapists (subcontracted) all over Northern
Ireland, Ireland and UK.**

Application form

January 2023

This form must be typed and returned in MS Word format via email only.

This form is accompanied by:

1. CV (with full details of qualifications and previous work experience)
2. Equal Opportunities Monitoring Form (to emma.burton@seff.org.uk only)
3. Copies of relevant certificates (Qualifications, Accreditation/Membership, Child/Vulnerable Adult, Aggression/Violent client training certificates)

| SECTION 1 of 9: Personal details | |
|---|--------------------------|
| Surname: | Forename(s): |
| Address: | Telephone number: |
| | Mobile number: |
| | Email address: |

| SECTION 2 of 9: Declaration | |
|---|---|
| To the best of my knowledge, the information given in this form is correct. I understand that if I am appointed, and this information is inaccurate, I am liable for dismissal. | |
| Signature: | Date: |
| Please tell us where you heard about this vacancy: | |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Website | |

SECTION 3 of 9: Abilities and experiences

Clearly demonstrate how you have a Level 5 Diploma or Foundation Degree in counselling.
This is the minimum qualification and experience that counsellors providing the service must have before beginning work.

(Please attach all relevant certificates to this application form)

- 1. Counsellors/Therapists must be registered as a member of BACP/IACP/UKCP or an equivalent relevant professional body. Counsellors should be accredited or working towards accreditation (to be completed within 12 months of commencement with SEFF).**
- 2. Counsellors should have a minimum of 300 hours of supervised practice with a minimum of 1-year post-qualification experience.**

Please clearly demonstrate how you meet the above criteria, including your membership number(s), accreditation renewal or proposal accreditation submission date:

Please confirm the arrangements you have in place for Clinical Supervision, including the details of your current clinical supervisor and how much supervision to receive per month.

Please confirm the various counselling modalities you practice, eg CBT, EMDR, Integrative, Family/Systemic practice or therapy, Psychodynamic, Person-centred, Gestalt, Online/teletherapy, Equine therapy etc.

State clearly if you have or do not have a certificate with 80hours minimum training in online/teletherapy.

State clearly if you can offer Face to Face therapy/counselling, and the locations you can offer this.
(eg. Strabane, Ballymena, Belfast, Omagh, Cookstown etc)

Please explain any previous experience you have in the use of online CoreNet as a monitoring tool in measuring clinical impact. (If a Counsellor does not have previous experience, please indicate that you will be willing to undertake training in this area).

Please confirm that you have attended Child Protection training in the past 3 years OR are willing to attend this training within the next 3 months.

Please confirm that you have attended Vulnerable adults training in the past 3 years OR are willing to attend this training within the next 3 months.

Please confirm that you have attended Aggressive/Violent clients training in the past 5 years OR are willing to attend this training within the next 3 months.

SECTION 4 of 9: Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996, we are required to ask you to verify your entitlement to work in the UK

| | | |
|--|------------------------------|-----------------------------|
| Are you legally entitled to work in the UK? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Do you need a visa or work permit to work in the UK? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

If Yes, please give details, including the expiry date and any restrictions:

SECTION 5 of 9: Criminal convictions

| | | |
|--|------------------------------|-----------------------------|
| Have you ever been convicted of a criminal offence? (<i>Declaration subject to the Rehabilitation of Offenders Act 1974</i>) | <input type="checkbox"/> yes | <input type="checkbox"/> no |
|--|------------------------------|-----------------------------|

If yes, please give details:

SECTION 6 of 9: References

Please provide two people, neither of whom is an immediate relative, whom we can contact for a character and/or job reference: at least one reference should be your clinical supervisor.

| Reference 1 | Reference 2 |
|-------------------|-------------------|
| Name: | Name: |
| Job role: | Job role: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Email address: | Email address: |

SECTION 7 of 9: Protecting Children and Vulnerable Adults.

This post requires an enhanced ACCESS NI check; if you are shortlisted and are to be added to our approved counsellor/therapist list, will you consent to an enhanced Access NI check?

Yes No

Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

SECTION 8 of 9 Disability Discrimination Act.

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment that has substantial and adverse long-term effects on their ability to carry out normal day-to-day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment, or other practical support to ensure that people with disabilities can compete on equal terms.

Section 9 of 9 Driving License/Transport.

Do you hold a full, clean, and current Driving License, or can you demonstrate an ability to access transport that would enable you to perform the role you have applied for?

Yes No

Give details if required:
(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Post shortlisting applications received, we will invite successful applicants to a pre-appointment meeting.

SEFF will treat any personal information (that is, data from which you can be identified, such as your name, address, e-mail address etc) that you provide or that we obtain in accordance with the requirements of the Data Protection Act 1998.

ADDITIONAL TERMS:

Please note that SEFF pays a flat rate of £35 per session and £17.50 per DNA session (restrictions & limitations apply). SEFF may also contribute towards clinical supervision costs on a pro-rata/client attendance basis. Counsellors are responsible for costs associated with their own insurance (£5M minimum), travel, tax and other related costs/contributions.

Counsellors/Therapists may be added to SEFF's approved Counsellor/Therapist list. Allocation of client work is not guaranteed. The clinical team considers Client/Therapist preferences, availability, location(s), and modalities. All clinical paperwork & data entry is to be completed on the same day of scheduled appointments. Invoices should be submitted on or before the 1st day of each month.

RETURNING THIS FORM via email to Mervyn.reid@seff.org.uk
Return your **Recruitment Equal Opportunities Monitoring Form** to emma.burton@seff.org.uk only

Closing date: Noon on 1st June 2023.

As this is an ongoing open recruitment, applicants will be considered, with interviews offered as applications arrive. Potential candidates will be informed if we have capacity in their geographical area or not, with all interviews held online. We are specifically keen to attract therapists/counsellors in London, Manchester, Cookstown, Omagh, Strabane, and Dublin regions for example.

SEFF can decide to close this open recruitment at a time suitable for the organisation, or at e.g. a time when our database of qualified counsellors is full.

Incomplete applications, or applications submitted after the closing date and time highlighted above, will be not be considered. Applications will only be accepted if typed, MS Word format, and returned via email.

Mervyn Reid
Clinical Lead
SEFF
BT92 0FP
Telephone: 028 677 23884