Thank you for showing an interest in working for Trauma Recovery CIC.

Please note this form is for all applications, including **Bank Therapists**, **Student Placements** & advertised roles.

Trauma Recovery asks all applicants to complete the information below fully and return by email to **hello@trcic.co.uk**

**Our Process**

Please note that all applications received after the closing date will be automatically rejected as standard practice and without exception, in the interests of fair process.

Successful applicants will be required to attend an interview, either face to face or online at a pre-booked and agreed date and time.

Positions within TRCIC will require an enhanced DBS check which will need to be conducted prior to undertaking the role. References will be requested after a provisional offer is made and a start date will not be issued to successful candidates until all references have been received and checked. Depending on your role, there will be mandatory training sessions that joiners must attend, either in small groups or individually. Short-listed candidates are normally called for interview within 3/4 weeks. If you do not hear by then, please assume that you have been unsuccessful. We regret that we do not give feedback on applications unless you have been shortlisted or have a placement with us.

The first section of this form contains all your personal and referee details and will be numbered and separated from the second part of the form on receipt.

The second part of the form will be used for shortlisting and further process for interview. This process meets best practice in equal opportunity recruitment.

**Please ensure that you complete this application in full and to the best of your knowledge.**

**Privacy Notice for Applicants**

**Data Controller**

The data controller is: **Trauma Recovery CIC, Welwyn Garden City**

**Why We Collect and Use Your Data**

The information you provide when applying for a post here / agreeing to work here will be used in the following ways:

* To recruit and appoint our staff
* To support and manage our staff and to discharge our contractual obligations
* To maintain our accounts and records, including payroll
* To manage our activities
* To fulfil our legal obligations, including checking your right to work and engaging with HMRC over income tax and national insurance

If you are not willing to provide all the information requested, we will be unable to process your application.

**Data Governance**

We will hold and take care of your information you understand:

* that in considering my application, TRCIC will treat the information given in this form in confidence;
* not disclose information to any third party without my prior agreement;

I understand my right to request to see all the information held about me on any record at TRCIC.

It is our policy to retain details of all unsuccessful applicants for positions at TRCIC for six months from the date of the advertisement.

If you do not wish us to retain your details in this way, please let us know and we will dispose of your application form.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role title:** *(of the post you are applying for)* |  | | |
| **Name:** |  | **Title:** |  |
| **Name used for Client work:** |  | | |
| **Address:** |  | | |
| **Email:** |  | | |
| **Contact number:** | Mobile:  Work:  Home: | | |
| **Date of birth:** |  | | |

|  |  |
| --- | --- |
| **What is your current Notice Period?** |  |

|  |  |
| --- | --- |
| **Where did you hear about the vacancy?** |  |

|  |  |
| --- | --- |
| **Eligibility to work in the UK: Are you legally permitted to work in the United Kingdom?** | To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom.  Yes No |

|  |  |
| --- | --- |
| **Insurance Provider:** |  |
| **Renewal date of insurance:** |  |
| **Do you have a current enhanced DBS check? (Online)** |  |
| **If Yes, please provide: Certificate number:**  **Surname on certificate:**  **Date of Birth on certificate:** |  |
| **Please sign here to give Trauma Recover CIC permission to check your DBS record:**  **Date:** |  |
| **Registering body:** |  |
| **Registering number:** |  |
| **Are you accredited?**  **Working towards accreditation?** | Yes No |
| Yes No |
| **Availability to see clients (please detail hours): Day:**  **Evening:**  **Weekends:** |  |
| **Maximum number of clients you are prepared to work with at a time:** |  |
| **Supervisor’s name and contact details:** |  |

**Recruitment Monitoring & Criminal Records**

TRCIC requires a Disclosure Barring Scheme (DBS) Disclosure.

Having a criminal record will not necessarily bar you from working with TRCIC but this will depend on the nature of the opportunity sought and the circumstances and background of the offence. It will also depend on the setting the role requires work to be carried out in.

If you do not consent to these checks being carried out, or if consent is withheld, we are unfortunately unable to proceed with your application.

TRCIC is unable to work with anyone who is under investigation for or has a conviction for any sexual offence. Therefore, we are unable to proceed any applications from individuals with the same parameters.

|  |  |
| --- | --- |
| Have you had any criminal conviction? *(Spent, Unspent or Pending)* | Yes No |
| Do you need a permit to work in the UK? | Yes No |
| Are you prepared to complete a Self-Declaration Form and DBS *if needed*? |  |
| **Disability**  We are committed to supporting all potential employees who have a disability. | |
| Do you have a Disability? | Yes No |
| Do you need any adaptations to attend for interviews or to carry out the work described in the Job Description? | Yes No |

**Education / Counselling Qualifications**

Please detail your training and education experience, starting with the most recent and include any CPD you have undertaken.

|  |  |
| --- | --- |
| **What is your current occupation status? (Delete as applicable)** | Employed  Unemployed  Self-employed  Retired  Student  Other |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation**  **(most recent first)** | **Qualification** | **Grade** | **Duration / Date attained** |
|  |  |  |  |

**Employment & Counselling Placements**   
  
Please state all the paid or unpaid work you have undertaken and help us understand any gaps there may be by accounting for them.

|  |  |  |
| --- | --- | --- |
| **Employer / Organisation**  **(most recent first)** | **Job title / role** | **Duration** |
|  |  |  |

**Personal Statement**

Please provide, in the box below, a written statement evidencing your suitability to the role based on your qualities to match the role.

|  |
| --- |
| In no more than 1000 words (in font size 12) tell us why you are suitable for this role.  You are strongly advised to address the skills and experience detailed in the person specification, and describe the theoretical base of your training.  *If you are applying to be part of the bank team of therapists, please include your experience of working with trauma, in particular sexual trauma and demonstrate your good understanding and working knowledge in this area.* |
|  |

**References**

Please give the names and addresses of two references. If you are applying for a student placement, one must be from your tutor or equivalent from your current course:

|  |  |
| --- | --- |
| 1. **Name:**   **Contact Information:**  **Relationship:** |  |
| 1. **Name:**   **Contact Information:**  **Relationship:** |  |

|  |  |
| --- | --- |
| I certify that, to the best of my belief, the information I have provided is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in disciplinary investigation and is likely to result in dismissal. | Signed: |
| Date: |
| I hereby give consent for personal information (including recruitment monitoring data) provided as part of the application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act. | Signed: |
| Date: |