

~ This sheet will be detached from the main form for the purpose of equal opportunities ~

Rape Crisis Tyneside and Northumberland

Part-Time Counsellor

**Note:** If you are handwriting your application, please write clearly in black ink

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Name

Address

Telephone Number (Day)

Evening

Email

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You need a permit to work in the UK?  Yes  No

How many days have you had off sick in the last two years?

Please give details:

Have you any illness or disability that you consider may affect your ability to do this work?

Yes  No

If yes, please tell us if:

(a) there are any reasonable adjustments we can make to assist you in the application

(b) there are any reasonable adjustments we can make to the job to help you carry it out

Please attach extra sheet(s) if necessary

**References**

Please give details of two people who can be approached for references. One of these should relate to work you are currently doing or have done most recently.

**Please note:** references will be taken up if you are shortlisted and prior to interview.

**Referee 1.**

Name of Referee:

Occupation:

Contact Address:

Contact Number:

Email Address:

Capacity in which known:

**Referee 2.**

Name of Referee:

Occupation:

Contact Address:

Contact Number:

Email Address:

Capacity in which known:

**Current or most recent paid employment**

Employer's Name:

Post Held and Responsibilities:

Reason for Leaving:

Salary:

What period of notice are you required to give?

**Past employment (most recent first)**

Employer's Name	Post Held and Responsibilities:	Dates and Reason for Leaving

**Qualifications and Training**

Please list all your Qualifications and Training (including dates and awarding bodies) in chronological order (most recent first)

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1. Why are you applying for this post?

2. Tell us about the experience you have of supporting women and girls aged 13+ with issues of sexual violence in your capacity as a counsellor. *Please give examples.*

3. Outline your experience of managing your own case load of clients and using your own initiative to ensure their needs are met. *Please give examples.*

4. Outline your knowledge and understanding of women and girls' experience of sexual violence in society.

5. What other skills, knowledge and experience would you bring to the post that you have not discussed elsewhere?

*Your response should state how you meet each point in the Person Specification.*

*Use up to three more A4 sheets if necessary.*

*CVs will not be accepted.*

6. Outline your experience of applying equal opportunities and anti-oppressive practice to your work.  
*Please give examples*

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**Additional Information**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to provide information about any convictions that you have including those that are spent. Having convictions will not necessarily be a bar to obtaining employment.

**Please note:** the person appointed will be required to provide an enhanced disclosure with the Disclosure and Barring Service (DBS). Appointment is subject to a satisfactory disclosure being received.

I confirm that all the information provided in the application is accurate, true and up to date:

**Signed:** \_\_\_\_\_

**Date:**

Please do not staple the sheets of your application form.  
Number any extra pages (e.g. 3a, 3b, 3c) but do not include your name.

Email returns are accepted but if you reach interview you will be asked to sign your application form.  
Please return your application, marked Private & Confidential, **by February 2019**  
**Return To:** Sue Pearce, CEO, RCTN, PO Box 1320, Newcastle upon Tyne NE99 5DX  
**Or Email it to:** enquiries@rctn.org.uk