**MYMY APPLICATION FORM**

*This post is funded by the Department of Health for Northern Ireland under the Mental Health Fund.*

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| **MYMY Reference Number:**      | **Title of Post:****Counsellor** | **Location of Post:****19 Dundrum Road, Newcastle, Co Down** |

**PERSONAL DETAILS**

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| **Surname:**  | **Title:** |
| **First Name:**  | **Date of Birth:** |
| **Address:****Post Code:**  | **Mobile Telephone No:** **E-mail Address:**      |
| **QUALIFICATIONS:** |
| **GCSE Subject** | **Grade Achieved** | **Year** |
| **AS / A2 Subject:**  | **Grade Achieved** | **Year** |
| **FURTHER EDUCATION (Third Level)** |
| **Subject** | **Institution** | **Year Qualified** |
| **Subject**  | **Institution**  | **Year Qualified** |

**Please tick how many hours per week you would be able to work?**

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| --- | --- |
| **21 hours over 3 days** |  |
| **14 hours over 2 days** |  |
| **7 hours over 1 day** |  |

**Please demonstrate who your paid and voluntary experience and qualifications are by completing the following sections of this form. Please expand the boxes if you need more space.**

**Essential Criteria 1** Level 5 Foundation Degree in Integrative Counselling (or equivalent) with at least one year’s post qualification experience:

**Essential Criteria 2** Have at least 3 years supervised counselling experience and be able to provide evidence of a minimum of 450 counselling hours, at least 300 hours must be post qualification.

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**Essential Criteria 3** To be working towards accreditation with a professional body and be able to show evidence of submission within 3 months of commencing post.

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**Essential Criteria 4** Have experience of working with a variety of mental health issues.

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**Essential Criteria 5** Excellent communication skills.

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**Essential Criteria 6** Excellent IT skills for data management

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**Essential Criteria 7** Ability to work one evening per week:

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**Desirable Criteria 1** Accredited with professional body.

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**Desirable Criteria 2** Trained in Trauma Informed Practice

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**Desirable Criteria 3** Experience of working within a community/ voluntary sector setting

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**Desirable Criteria 4** Experience of working with CORE software.

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**Referees:**

Please provide the name, organisation and position and email address of two referees who have professional knowledge of your experience relevant to this application.

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| **Referee 1:** | **Referee 2:** |
| **Name:****Mobile Number:****Email address:** | **Name:****Mobile Number:****Email Address:** |
| **How do they know you?** | **How do they know you?** |

**PERSONAL DECLARATION**

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| I would like to be considered for the post of Development Officer. The information I have supplied is correct. I understand that applicants who meet the essential criteria as detailed above will be interviewed for this post and that it is a fixed term contract until 30th September 2025.Signature:­­­­­­­­­­­­­­­­­­­­­­ Date: |

Completed application forms should be returned by the closing date **Monday 23rd October at**

**3pm to** **hello@mymy.org.uk****.** Applications received after 3pm will not be accepted.

**MYMY Privacy Statement:**

MYMY is committed to protecting the privacy of all of our job applicants and we uphold high standards in information security and transparency. We use your information in order to shortlist and assess candidates, and to satisfy legal requirements, as part of the recruitment process.

Application information is held for six months from the end of the recruitment process for unsuccessful candidates. If you are successful, all of your application information forms part of your personnel file and is held and used by us to manage the ongoing employment relationship.