**TRAINEE PLACEMENT APPLICATION FORM**

*Please type or write clearly in black ink. The completed application form must be returned to Mind in Enfield and Barnet at the above address or emailed to*

[**enfieldcounselling@mindeb.org.uk**](mailto:enfieldcounselling@mindeb.org.uk) **(Enfield) or** [**barnetcounselling@mindeb.org.uk**](mailto:barnetcounselling@mindeb.org.uk) **(Barnet)**

|  |
| --- |
| Personal Details |

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAME:** |
| Home Address: | E-mail: |
| Date of birth: |
| Telephone No. (day): | Telephone No. (evening): |
| Languages spoken | Languages able to use in counselling |
| Education and Training | |

Please begin with your present or most recent qualification / training and work backwards

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of institution and course(s) | Qualification(s) achieved |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Counselling / Psychotherapy Training |

**Counselling /Psychotherapy Approach**

Please give details of your training, models studied, and course requirements

(Mind in Enfield and Barnet provides counselling and psychotherapy in Integrative, Humanistic, and Psychodynamic modalities)

Name of Current Course:

Frequency of Course:

*(How many hours/days per week)*

Course Orientation and Model:

Overall Length of Course:

Course start date:

How much of the course have you completed?

Are you currently actively working towards BACP/UKCP Accreditation / registration or equivalent?

Yes  No   
Pease specify:

How many supervised hours of face-to-face counselling/psychotherapy work with clients have you completed to date?

*Please give details:*

How many hours of skills development have you completed/did you complete as part of professional counselling/psychotherapy training?

*Please give details:*

How many hours of experiential group work have you completed/did you complete as part of professional counselling/psychotherapy training?

*Please give details:*

How many hours of theoretical study have you completed/did you complete as part of professional counselling/psychotherapy training?

*Please give details:*

Did your training require you to have counselling/psychotherapy? Yes No

*Please give details:*

Have you had personal psychotherapy? Yes No

*Please give details & dates (specify if training analysis/therapy as above):*

Are you currently in personal therapy? Yes No

*(At MiB you are expected to be in personal counselling / psychotherapy during your Placement period)*

Please give dates, frequency, and duration of your current or prior experience as a

counselling or psychotherapy client?

Does the college endorse your readiness for a placement? Yes No

Name / contact details of your course leader:

BACP/UKCP membership No.

Student Yes No

Accredited Yes No

Please provide other previous employers, including any voluntary work, with the next most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Full / Part Time | Title and Brief Details of Post | Employer’s name and place of work |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Additional Information |

What is your understanding of mental health and mental illness?

Have you had experience of mental health issues and if not, how would you feel working with clients with severe emotional distress?

What do you think are important qualities to have or develop in order to work with clients from a range of cultures, class backgrounds, sexual orientations and beliefs?

**SUPPORTING STATEMENT**

Please include any relevant experience of using counselling skills in a professional capacity, i.e. workplace, community or voluntary setting.

Please give details of any additional training you consider to be relevant. This may include training as part of work or as a volunteer or any other training, which receives no formal recognition. (Exclude your course details.)

|  |
| --- |
| I.T. Competencies |

Please indicate how you rate your proficiency in the following areas of IT competency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Proficiency in:*** | **Never Used** | **Beginner** | **Intermediate** | **Advanced** |
| **Microsoft Word** |  |  |  |  |
| **Microsoft Outlook** |  |  |  |  |
| **Microsoft Excel** |  |  |  |  |

|  |
| --- |
| Supervision |

*Mind in Enfield and Barnet provides weekly supervision.*

Please give details of any other supervision activities you are involved in as part of your training or other arrangements. Please provide the name and qualification of the supervisor.

|  |
| --- |
| References |

One of these should be your employer in your most recent position (paid or voluntary), and one should be your tutor/supervisor from your training organisation.

|  |  |
| --- | --- |
| **FIRST REFEREE DETAILS** | Work Tel No. |
| Referees Full Name. | Fax No. |
| Relationship to you: | Mobile No. |
| Full Company Address. | |
| E-mail Address. | May we approach prior to interview?  Yes No |

|  |  |
| --- | --- |
| **SECOND REFEREE DETAILS** | Work Tel No. |
| Referees Full Name. | Fax No. |
| Relationship to you: | Mobile No. |
| Full Company Address. | |
| E-mail Address. | May we approach prior to interview?  Yes No |

Please complete the box below.

|  |
| --- |
| I confirm that to the best of my knowledge the information given on this form is true and correct.  Signature Date |

***Please return the application form to:***

**By post:**

**Counselling Service MIND in Enfield and Barnet  
275 Fore Street**

**Edmonton**

**N9 0PD  
Tel 020 8906 7508 (Enfield)**

**Tel 020 8343 5703 (Barnet)**

**or by e-mail to: enfieldcounselling@mindeb.org.uk (Enfield)**

[**barnetcounselling@mindeb.org.uk**](mailto:barnetcounselling@mindeb.org.uk)**(Barnet)**