**Application Form**

Please complete and return to training@wellspringtherapy.co.uk

**Entry Requirements:**

* Counselling qualification at a minimum of diploma level 4.
* Full registered member and on the counselling register of an appropriate professional body, e.g. BACP, NCS

In addition for the Diploma:
* Completion of the Introduction or equivalent based on the Stage one BACP Curriculum
* Enhanced DBS Check

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| **How did you hear about the course?** | Click or tap here to enter text. |

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| **Which course would you like to apply for?** | Introduction only (4 days) [ ]  Diploma only (10 days) [ ] Diploma and Introduction (14 days) [ ]   |

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| **Personal Information** |
| **Name** | Click or tap here to enter text. |
| **Date of Birth** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Post Code** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Telephone****(Home)** | Click or tap here to enter text. | **Work** | Click or tap here to enter text. | **Mobile** | Click or tap here to enter text. |

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| **Present Occupation** |
| **Job Title** | Click or tap here to enter text. |
| **Employer** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Post Code** | Click or tap here to enter text. |
| **Type of Work** | Click or tap here to enter text. |

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| **Professional Qualifications****Please give details of professional qualifications and any relevant training in chronological order (including any current training with an expected finish date).** **Please include Qualification/Training, Who the training was with/awarding body, Grade & Date** |
| Click or tap here to enter text. |

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| **Further Information****Please write one or two paragraphs to tell us why you would like to do the course.** |
| Click or tap here to enter text. |
| **Please write one or two paragraphs to tell us about your experience of working as a therapist and your theoretical approach.** |
| Click or tap here to enter text. |
| **How many counselling hours do you have to date working with adults?** | Click or tap here to enter text. |
| **Please write one or two paragraphs to tell us about your experience of being alongside children/young people in professional and non-professional roles.** |
| Click or tap here to enter text. |
| **How many counselling hours do you have to date working with children if any?** | Click or tap here to enter text. |

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| **Which professional body/bodies are you a registered member of?** | Click or tap here to enter text. |

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| **Course Accessibility and Learning Needs****Please give details of any physical and/or medical condition that might require specific arrangements or facilities to be made available or any specific learning needs, e.g. dyslexia etc** |
| Click or tap here to enter text. |

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| **References: (To be completed by those applying for the Diploma)****Please provide the names and addresses of two referees. One should have known you in a professional capacity for at least two years and the other should be your current supervisor.** |
| **Name** | Click or tap here to enter text. |
| **Job Title/Position** | Click or tap here to enter text. |
| **Capacity in which known to them** | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. | **E-Mail** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |

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| **Name** | Click or tap here to enter text. |
| **Job Title/Position** | Click or tap here to enter text. |
| **Capacity in which known to them** | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. | **E-Mail** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |

**Course Fees and Payment**

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| **Intro only – Full Payment of £400 to be paid within 7 days of the offer of a place on the course.** |
| **Diploma – Total payable £1250****Diploma including Introduction – Total payable £1500** |
| **Non-Refundable Deposit** to be paid within 7 days of the offer of a place on the course - £500We cannot hold any places outside the 7 days’ timescale |
| **Balance** - £1000 (Diploma including Introduction) - £750 (Diploma only)(Following payment of the deposit, you will receive an invoice for the balance to be paid by 4 weeks before the Diploma start date) |
| **Payment Details:**You will be sent a payment form which will allow you to pay by card. Payments by BACS can be accepted on agreement. |

**Further Information on Fees:**

Applicants are invited to enrol on the course by paying the deposit. The deposit is fully non-refundable in all circumstances except if the course does not run.

The balance of course fees should be paid in line with the schedule above.

By accepting a place on the course, you are committing to and are fully liable for the full course fees.

**Course Commencement:**

Wellspring Therapy & Training will make every effort to avoid altering course times and dates. However, should any changes be necessary we will notify you at the earliest opportunity.

The course will run subject to demand and the formation of a viable class cohort, based on a minimum number of successful applicants.

A full refund of course fees including any deposit will be given to all applicants in the event the course does not proceed.

At least 14 days’ notice prior to the advertised course commencement date will be given in the event that the course will be cancelled or postponed. Wellspring Therapy & Training cannot be held liable for any compensation beyond this.

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| I declare that the information I have provided is accurate and correct to the best of my knowledge.If you include information that you know to be false or withhold relevant information you may be disqualified from the course. |
| **Signature:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |

**Diploma Students only:**

The diploma requires a placement for 50 hours minimum counselling children and young people (11-18).

The placement can be completed at Wellspring or an established service for children and young people where counselling is routinely offered e.g. schools counselling service and/or voluntary/community setting.

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| **We have a limited number of placements available for Diploma students. Please indicate if you would like to be considered for a placement with Wellspring Therapy & Training.** | Yes [ ]  No [ ] If Yes, please complete Appendix 1 |

Appendix 1 : Application for placement with Wellspring Therapy & Training

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| **If you are applying for a placement with Wellspring Therapy & Training:**Wellspring require all staff to be supportive of the aims and the ethos of the charity. You should be willing to work within Wellspring guidelines, policies and procedures and be willing to undergo an Enhanced Disclosure & Barring Service Check. Wellspring ask all trainees who are accepted onto a placement to commit to a minimum of one year of volunteering. You will be required to attend an interview.

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| Please indicate your availability for your placement hours. Children and young people appointments at Wellspring are Mon-Thurs 4.00 – 8.30pm | Click or tap here to enter text. |

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. Details of any criminal record should be submitted in a sealed envelope marked ‘CONFIDENTIAL’.Providing false information is an offence and could result in the application being rejected or summary dismissal, if the applicant is already in post, and possible referral to the police.By signing this application form you are indicating that: 1. You are not subject to any employment disciplinary sanctions\*
2. You have never had any allegations made against you that relate to either the safety or welfare of children and young people or about your behaviour towards children or young people\*
3. You are physically and psychologically fit to work as a counsellor of children and young people\*

\*if you are unable to agree with any of the above statements please provide details in a sealed envelope. |
| **Signature:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. |