

## icap (Immigrant Counselling and Psychotherapy)

### GUIDANCE NOTES

**IT IS ESSENTIAL THAT APPLICANTS FOLLOW THESE GUIDANCE NOTES WHEN COMPLETING THE FORM.**

**Your application will be treated in confidence.**

#### GENERAL

- The form must be completed in type.
- Only use this form and continuation sheets. ***CV's and other additional information will not be considered.***
- Follow all of the instructions on the form and within these guidance notes, providing full details where stated.
- Your full name and the post you are applying for must be clearly written at the top of any continuation sheets.

#### SELECTION CRITERIA

Please read the enclosed Person Specification that outlines the criteria necessary to carry out the job in terms of abilities, skills, knowledge, qualifications and experience.

The selection panel will look for clear evidence that you have addressed each of the criteria in your application.

Candidates must have no restrictions on employment in the UK and there must be no time limit on your permitted stay in the United Kingdom. (This will be clearly shown within an individual's passport). You should normally have lived here continuously for the last three years.

#### CAREER HISTORY

Please provide details of work/ jobs you have held, starting with the most recent.

Previous dismissals and their reasons must be declared, as the integrity of icap staff cannot be compromised.

## **DECLARATION**

Application forms must be signed. Where forms are to be accepted electronically the candidate may sign them if called for interview.

Applicants are required, in line with the provisions of the Data Protection Act 1998, to sign consent to the collection and processing of personal data for the purposes of staff administration.

## **SELECTION PROCEDURE**

If you are called for interview, we will contact you by letter or telephone.

If you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful in your application.

## **DISCLOSURE AND BARRING SERVICE**

A DBS check is required for this post.

## **PRE-APPOINTMENT ENQUIRIES**

icap will need to see your passport or original birth certificate, together with another form of identification and your educational and professional certificates. When the enquiries are completed satisfactorily, icap will make you a formal offer of appointment.

## **BUSINESS INTERESTS**

Please detail at the time of application any business interests for which you receive any form of financial remuneration, in addition to your present employment.

## **DIVERSITY MONITORING**

icap is committed to a policy of equal opportunities. Applications are welcome from candidates regardless of ethnic origin, disability status, religious beliefs, gender, sexual orientation or any other irrelevant factor.

If you have any enquiries regarding the selection process please contact Geraldine Ryan Clinical Director, on 020 7272 7906.