

**OYC 15**



**Cork Institute of Technology**

## **APPLICATION FORM FOR ONE YEAR CERTIFICATE IN COUNSELLING SKILLS**

Please complete Sections A & B in Block Capitals and return to the **Gus Murray**, Dept. of Applied Social Studies, Cork Institute of Technology, Cork on or before **FRIDAY, 7 AUGUST 2015**.

Please attach an up-to-date passport size photograph to this application form. **Please mark envelope**  
***One year Certificate application***

### **SECTION 1**

Surname: ..... First Names: ..... Title: .....  
(Mr/Mrs/Ms etc.)

Home Address ..... Date of Birth: .....  
.....

..... Home Tel. No. ....

Mobile Tel. No. ....

Address for Correspondence:  
(if different from above)

**Email Address.** .....

.....  
.....

Address (Work):

.....

..... Work Tel. No.: .....

Occupation/Position Held: .....

### **Formal Education**

Name of School/College	Qualification Attained	Dates

(See overleaf)

## SECTION B (One year Certificate application)

1. What training in Counselling/helping skills (if any) have you undertaken so far?

2. What experience (if any) have you had as a helper using Counselling skills?

3. Confidential Personal statement

*Instructions:*

*Please use a separate sheet, which you will put, in a sealed envelope marked "confidential". Please write your name on the personal statement and on the outside of the envelope. Then enclose this envelope with your application form.*

Content of personal statement: (About 500 words)

- ◆ Looking at your background and present life, describe the most significant life experiences which have shaped your development as a person (including those which were difficult and challenging).
- ◆ Describe any personal development opportunities which you have pursued (e.g. personal development group experience, one to one counselling etc.) in which you have looked at your significant life experiences.
- ◆ How have you changed and learned through these personal development opportunities and how would you hope to use this course to progress your personal development further.

## 3. REFERENCES

Two written references are required. The Referees should be people who have known you for some substantial time, who are not related to you, and who are in a position to comment objectively on your readiness for the course. ***You will need to print two copies of the reference form which is attached below.*** You should give a copy of the Reference form and the course description (from the web page) to each Referee. References should be returned confidentially by the Referees by August 7. It is the applicant's responsibility to ensure that the references have been submitted by the closing date

### Declaration

I certify that the information given in relation to this application is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

*This application form does not infer or impose any legal obligations on Cork Institute of Technology to provide courses or other services to students. It does not constitute an offer to supply courses or subjects and it is not to be construed as imposing a legal obligation on the Institute to supply courses or subjects in respect of any course of study.*

*Data Protection Act: Information held by the Institute on computer will be used only for the purposes registered under the Data Protection Act 1988, that is the provision of education and training services. A copy of your details held by the Institute on computer is available on request. A fee may be payable for this.*

## Confidential Statement by Referee

**Applicant's Name** \_\_\_\_\_

Dear Referee,

The above named person has applied for a place on the **One Year certificate in Counselling Skills course** at the Cork Institute of Technology. You will find details of the course in the course brochure which the applicant will give you. Please return your reference by **August 7, 2015** to Gus Murray, Department of Applied Social Studies, Cork Institute of Technology, Bishopstown, Cork. We thank you for your help in advance.

NAME OF REFEREE \_\_\_\_\_

ADDRESS OF REFEREE \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ Mobile \_\_\_\_\_

POSITION/OCCUPATION OF REFEREE \_\_\_\_\_

LENGTH OF TIME AND CONTEXT AND IN WHICH YOU KNOW THE APPLICANT: \_\_\_\_\_

To help us further with our assessment of this applicant, it would be very helpful if you would rank the applicant with regard to the following (please circle the scale).

	Low				High
An understanding of the demands of training (e.g. keeping to deadlines, the need for assessment, keeping professional and financial agreements, etc.)	1	2	3	4	5
His/her awareness of his/her strengths and weaknesses	1	2	3	4	5
Capacity to engage with other people	1	2	3	4	5
Integrity ( <i>including capacity for confidentiality</i> )	1	2	3	4	5
Capacity for self-reflection	1	2	3	4	5
Awareness of peoples different outlooks/frames of	1	2	3	4	5

It would be helpful if the following information about the applicant could be covered in your statement below:

- (1) Motivation and commitment.
- (2) Intellectual ability.
- (3) Oral and written communication skills.
- (4) Personal qualities relevant to working with potentially vulnerable people.
- (5) Potential areas for further development
- (6) Any other comments which you feel may be relevant to the application:

STATEMENT BY REFEREE (Please feel free to type this statement on a separate page, sign and date it and return it with this form)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continued

overleaf

Blank lined area for writing.

Signed \_\_\_\_\_

Date \_\_\_\_\_