**SEFF Tender for Counsellors, Therapists (subcontracted) Northern Ireland, ROI and GB.**

# Application form Sept 2025

**This form must be typed and returned in MS Word format via email only. This form is accompanied by (please x/tick to indicate):**

1.  CV (with full details of qualifications and previous work experience)
2.  Equal Opportunities Monitoring Form (to [monitoring@seff.org.uk](mailto:monitoring@seff.org.uk) only)
3.  Copies of relevant certificates (Qualifications, Accreditation/Membership, Child/Vulnerable Adult, Aggression/Violent client training certificates)

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| **SECTION 1 of 9: Personal details** | |
| **Surname:** | **Forename(s):** |
| **Address:** | **Telephone number:** |
| **Mobile number:** |
| **Email address:** |

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| **SECTION 2 of 9: Declaration** | | |
| To the best of my knowledge, the information given in this form is correct. I understand that if I am appointed, and this information is inaccurate, I am liable for dismissal. | | |
| **Signature:** | | **Date:** |
| **Please tell us where you heard about this vacancy:** | | |
| **Internet** | **Other (please specify)** |  |
| **Website** | **……………………………………** |  |

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| **SECTION 3 of 9: Abilities and experiences** |
| **Clearly demonstrate how you have a minimum Level 5 Diploma in counselling with a Supervised Practice element.**  This is the minimum qualification and experience that counsellors providing the service must have before beginning work.  **(Please attach all relevant certificates to this application form)** |
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| 1. **Counsellors/Therapists must be registered as a member of BACP/IACP/UKCP or an equivalent relevant professional body. Counsellors should be accredited or working towards accreditation (to be completed within 12 months of commencement with SEFF).** 2. **Counsellors should have a minimum of 300 hours of supervised practice with a minimum of 1-year post-qualification experience.**   Please clearly demonstrate how you meet the above criteria, including your membership number(s), accreditation renewal or proposal accreditation submission date: |

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| **Please confirm the arrangements you have in place for Clinical Supervision, including the details of your current Clinical Supervisor and how much supervision to receive per month.** |
| **Please confirm the counselling modalities you practice, eg CBT, EMDR, Integrative, Family/Systemic practice or therapy, Psychodynamic, Person-centred, etc. As SEFF is an organisation providing support to individuals impacted by trauma, please note any further training you may have in this area.**  **State clearly if you have or do not have a certificate with 80hours minimum training in online/teletherapy.**  **State clearly if you can offer Face to Face therapy/counselling, and the locations you can offer this. Please also detail if you have your own venue that would be willing to host SEFF clients.**  (eg. Ballymena, Limavady, Coleraine, Portrush/Portstewart, Derry/Londonderry etc) |
| **Please explain any previous experience you have in the use of the online COREnet database as a monitoring tool in measuring clinical impact. Please also note any other experience you have working with online databases/CRMs in a counselling setting.** (If you do not have previous experience, please indicate if you would be willing to undertake training in this area). |

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| **Please confirm that you have attended minimum Level 2 Child Protection training in the past 3 years OR are willing to attend this training within the next 3 months.**  **Please confirm that you have attended Safeguarding Vulnerable Adults training in the past 3 years OR are willing to attend this training within the next 3 months.**  **Other information to support your application; please refer to list of essential and desirable criteria in the job description.** |

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| **SECTION 4 of 9: Entitlement to work in the UK** | |
| To comply with the Asylum and Immigration Act 1996, we are required to ask you to verify your entitlement to work in the UK | |
| Are you legally entitled to work in the UK? | **yes no** |
| Do you need a visa or work permit to work in the UK? | **yes no** |
| If Yes, please give details, including the expiry date and any restrictions: | |
| **SECTION 5 of 9: Criminal convictions** | |
| Have you ever been convicted of a criminal offence? *(Declaration subject to the Rehabilitation of Offenders Act 1974)* | **yes no** |
| If yes, please give details: | |

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| **SECTION 6 of 9: References** | | |
| Please provide two people, neither of whom is an immediate relative, whom we can contact for a character and/or job reference: at least one reference should be your clinical supervisor. | | |
| **Reference 1** | | **Reference 2** |
| Name: | | Name: |
| Job role: | | Job role: |
| Address: | | Address: |
| Telephone number: | | Telephone number: |
| Email address: | | Email address: |

## SECTION 7 of 9: Protecting Children and Vulnerable Adults.

This post requires an enhanced ACCESS NI check; if you are shortlisted and are to be added to our approved counsellor/therapist list, will you consent to an enhanced Access NI check?

**Yes ** **No **

**Enhanced Checks only**

Are you aware of any police enquires undertaken following **Yes No**

allegations made against you, which may have a bearing on your suitability for this post?

## SECTION 8 of 9 Disability Discrimination Act.

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment that has substantial and adverse long-term effects on their ability to carry out normal day- to-day activities.

**Do you have a disability which is relevant to your application? Yes ** **No ** **If yes, please give details:**

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**We will try to provide access, equipment, or other practical support to ensure that people with disabilities can compete on equal terms.**

# Section 9 of 9 Driving License/Transport.

**Do you hold a full, clean, and current Driving License, or can you demonstrate an ability to access transport that would enable you to perform the role you have applied for?**

**Yes ** **No **

**Give details if required**

(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Post shortlisting applications received, we will invite successful applicants to a pre-appointment meeting.

**SEFF will treat any personal information (that is, data from which you can be identified, such as your name, address, e-mail address etc) that you provide or that we obtain in accordance with the requirements of the Data Protection Act 1998.**

# ADDITIONAL TERMS:

Please note that SEFF pays a flat rate of £40 per session and £20 per DNA session (restrictions & limitations apply). SEFF pays a flat rate of £60 per session of EMDR and £20 per DNA session (restrictions & limitations apply). Counsellors are responsible for costs associated with their own insurance (£5M professional indemnity minimum), Clinical Supervision, travel, tax and other related costs/contributions.

Counsellors/Therapists may be added to SEFF’s approved Counsellor/Therapist list. Allocation of client work is not guaranteed. The clinical team considers Client/Therapist preferences, availability, location(s), and modalities. All clinical paperwork & data entry is to be completed on the same day of scheduled appointments. Invoices should be submitted on or before the 1st day of each month.

SEFF is currently funded until 31st March 2026 for the provision of counselling services, however it is anticipated that this funding will extend, details of which can be further confirmed at the time of interview for this role.

**RETURNING THIS FORM via email to** [**anne.moore@seff.org.uk**](mailto:anne.moore@seff.org.uk)

Return your **Recruitment Equal Opportunities Monitoring Form** to [monitoring@seff.org.uk](mailto:monitoring@seff.org.uk) **only.**

**Closing date: Noon on 31st October 2025.**

**As this is an ongoing open recruitment, applicants will be considered, with interviews offered as applications arrive. Potential candidates will be informed if we have capacity in their geographical area or not, with all interviews held online. We are specifically keen to attract therapists/counsellors in the Ballymena, Limavady, Coleraine, Portrush, Portstewart and Derry/Londonderry regions for example.**

**SEFF can decide to close this open recruitment at a time suitable for the organisation, or at e.g. a time when our database of qualified counsellors is full.**

**Incomplete applications, or applications submitted after the closing date and time highlighted above, will not be considered. Applications will only be accepted if typed, MS Word format, and returned via email.**

**Anne Moore Clinical Lead** SEFF

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Telephone: 028 677 23884