**Instructions To Applicants**

Dear Applicant,

Thank you for downloading this application pack. Please read all of this document before commencing your application.

**Closing Date for Applications:**

31st December 2024. We reserve the right to bring forward the closing date for applications if sufficient applications suitable for interview are received. You are advised to ensure your application is made as soon as possible.

**Interview Dates:**

Provisional interview dates are subject to change.

Monday 27th January 2025

Wednesday 29th January 2025

Thursday 30th January 2025

Interviews will be conducted by the Centre Manager, a Clinical Supervisor, and/or a CLCC Trustee.

The documents included in this pack are as follows:

**[1] CLCC Ltd - Counselling Placement Application Form**

This is to be completed and returned to CLCC. Instructions on how to do this are contained within the application form.

**[2] Applicant Personal Therapy Evidence Letter (issue 17-05-2021)**

This is to be given to your counsellor / therapist, they must complete and send directly to the Centre to evidence your personal therapy has taken place or is continuing to take place. Experience of Personal Therapy is a requirement.

**[3] CLCC Ltd – Induction to CLCC 2025**

This describes our induction training programme which all applicants are required to attend prior to contracting to work with clients of the Centre.

Dates and times are listed, you may wish to check your diary to ensure availability to attend.

The non-refundable fee for programme attendance is currently set at £100.00.

**[4] CLCC Ltd - Counselling Model Statement (issue 17-05-2021)**

This is for your information, and describes the model of counselling adopted here at Carrs Lane Counselling Centre.

**[5] Placement Counsellor - Person Specification & main duties**

This is provided for your information and indicates the main duties of a counsellor here at Carrs Lane Counselling Centre. It is not an exhaustive list.

Refer to this document when completing your application as it outlines the essential and desirable criteria.