**Guidance Notes on Applying for the Role**

Thank you for the interest you have shown in this new role at New Heights Counselling Service.

Please take time to thoroughly read through the Job Description and Person Specification.

**Within your covering letter please provide the following information:**

1. Details of your of professional body (BACP/UKCP or other) & Membership number
2. Membership number for the BACP Register of Counsellors and Psychotherapists
3. Using the Person Specification and Job Description, please provide supporting information demonstrating your skills and experience. In particular your knowledge, understanding or experience of domestic abuse, along with any other information you feel would be useful for us to know in considering your application
4. A statement on any criminal convictions

**Please submit your CV, with a covering letter to:** counselling@new-heights.org.uk

**Closing date:** Monday 5 July 2021, 9.00a.m. *Late applications will not be accepted.*

**Interview Date:** Thursday 15 July 2021

**For informal enquiries please call: 07753 229 347 Kerry Boffin**

Due to the volume of applications we receive, New Heights cannot communicate further with applicants who are not shortlisted for interview. If you do not hear from us within two weeks of the closing date, please assume that your application was not successful this time.