



## Application and Selection Process - Guidelines for Applicants

<b>Procedure applies to:</b>	Applicants to Volunteer Counsellor positions
<b>Procedure approved by:</b>	Trustee for Counselling
<b>Procedure start date:</b>	January 2016
<b>Procedure last updated:</b>	May 2018
<b>Procedure review date:</b>	May 2019
<b>Version number:</b>	1
<b>Contact for queries about procedure:</b>	Head of Counselling
<b>To be read in conjunction with:</b>	External Assessment Guidelines for Applicants

### Application criteria

Anyone wishing to apply to be a Volunteer Counsellor at BCS will need to meet the following criteria in order for their application to be considered.

1. We require all our Volunteer Counsellors to have undertaken at least six months of personal therapy with a qualified psychodynamic or integrative counsellor.
2. Any applicant must be able to demonstrate a reasonable understanding of psychodynamic or integrative theory, with a focus on working with unconscious processes. The applicant needs to be able to work within these modalities with clients and in supervision.
3. It is a requirement for BCS counsellors to be a member of a professional counselling body whilst seeing BCS clients.

### Shortlisting

Upon receiving an application form, BCS will contact any applicants as soon as we are able to let you know whether you have been shortlisted for an interview. This decision will be made by the interview panel (see below) based on the above criteria, and the strength of the applicant's education, work experience and personal statement.

### Interview

Interviews are held with the Head of Counselling and one of the Clinical Supervisors. Interviews usually last around one hour.

### Post-interview

For those who have a successful interview, the following will then apply:

1. BCS asks all applicants to undertake an external assessment at the applicant's expense. Further details are available in the External Assessment Guidelines document. The Head of Counselling may wish to discuss the report with the applicant, as part of the application process.
2. BCS will take up the two references listed on the application form.
3. BCS requires all applicants to undertake a DBS check before any client work can commence. BCS will bear the cost of this.