Open Adult Counselling Service

Receptionist – Expression of Interest Form

For Service Use Only				
Date Received	Shortlist	Date & Time of Interview	Confirmed	Result
	Yes No			

Interested in:	**Receptionist Role**	

First Name	**Surname**	**Title**
Address		
Post Code	Telephone Number	
Email Address		

Availability – Please indicate by ticking the boxes below, with as many options as possible, which evenings you are available to work.
Please note that OACS Counselling Offices are open from 6pm – 9pm Monday to Thursday only.

Example: Mon & Thurs 6pm – 9pm	Monday	Tuesday	Wednesday	Thursday	

Referees – We will require two satisfactory references.
Please provide contact information and an email address.

Referee 1 **(professional – one of the following)** • **a current or former employer/manager** • **Colleagues & Peers** • **Academic Contacts**	**Referee 2** **(personal- not a family member but someone who has known you for at least 2 years)**
Name: Address: Telephone: Email:	Name: Address: Telephone: Email:

Personal Introduction - Please give a brief statement (about 300 words) introducing yourself personally, including past/present work experience and reasons for seeking a voluntary role. If you have a current CV, please feel free to attach this to your email submission.

Additional Requirements - If you were offered a position at Open Adult Counselling Service, are there any particular requirements you would like us to have in place? Please describe:

Other Information - Please give any other information you would like to give in support of your application?

Signature	Date

Return by Email To: info@oacs.org.uk

March 2024