

# **ALL APPLICANTS - NOTES FOR GUIDANCE**

- Please do not staple the pages of your application together
- You must ensure that you pay the correct postage for your application. If you use a large envelope you must pay the “large letter” postal rate. We will not accept letters with outstanding postage to pay.

## **What to send with your application form:**

### **1. A personal biography:** 1000 - 1500 words, typed

We are looking for evidence of your capacity to reflect upon your life experience honestly, maturely and openly, so please write your biography in a way which shows this.

#### **Suggested topics to include:**

- family origin and personal history
- ethnic, cultural and religious background of larger family, if known
- main events and relationships in childhood and adolescence
- current living situation and important relationships, including children
- significant illnesses, accidents or other conditions or crises at any time
- significant cares and concerns
- why you would like to train as a therapist

The personal biography should also contain any other material relevant to your application and intention to train as a psychotherapist / counsellor.

### **2. Your CV:**

This should be relevant to your application to the Minster Centre and should include a summary of your education and work experience, please start with the most recent and work backwards.

### **3. Photocopies of your certificates:**

- All applicants should send a photocopy of your undergraduate degree certificate or equivalent.
- First Year Diploma / Post Graduate Diploma applicants should send a photocopy of your Foundation course or equivalent.
- If you have any other *significant, long term* qualifications directly related to Counselling and Psychotherapy please include photocopies of these too.

***Failure to include all the necessary documents and adhere to the requirements may result in your application being delayed.***