**Dublin City University**

## MSc. in Guidance Counselling (PAC: DC906)

**2017-2018 Supplementary Form**

**1. N.B. Instructions for Completion of this supplementary form (please read carefully)**

* Please complete this Supplementary form in **typescript** in black ink and include your PAC Application Number and full name.
* Please do not submit a CV in addition to your application. You may include extra information under your personal statement.
* Please make one additional photocopy of this form.
* This completed form (**2 COPIES) MUST be returned in a SEALED ENVELOPE directly to Ms Janice Horgan, MSc. Guidance Counselling, School of Human Development, DCU St. Patrick’s Campus, Drumcondra, Dublin 9** AS SOON AS POSSIBLE AFTER YOU APPLY ONLINE.
* Please note due to the volume of applications we are not in a position to confirm receipt of applications.

**2. N.B. Instructions for completion of references (please read carefully)**

* **Two** referees’ reports are required for your application to the programme. These references must be from an individual who knows you in a professional and/or academic capacity. Please download and print the referee’s reports and write your PAC application number, name, address, telephone number and your referees’ name and address in the space provided. The **two** referees’ reports must be sent to your referees who will complete the Referees’ reports on your behalf. Please supply a stamped addressed envelope to your referee addressed directly**, Ms Janice Horgan, MSc. Guidance Counselling, School of Human Development, DCU St. Patrick’s Campus, Drumcondra, Dublin 9** and return AS SOON AS POSSIBLE AFTER YOU APPLY ONLINE. **It is your responsibility to ensure references are posted to DCU. Please do not request confirmation of their arrival to the School.**

 (TWO REFEREES REPORTS MUST BE SUBMITTED FOR YOUR APPLICATION TO BE PROCESSED)

**3**. **N.B. Official evidence of third level and or other professional/vocational qualifications (please read carefully)**

* **Non-DCU graduates -** please note you must also forward to PAC official documentary evidence of any third level and or other professional/vocational qualifications that were not completed at DCU. Official copies of academic transcripts and certificates/parchments of your qualifications listed on your application must be forwarded directly to the Postgraduate Applications Centre (PAC), First Floor, Tower House, Eglinton Street, Galway, Ireland. AS SOON AS POSSIBLE AFTER APPLYING ONLINE.

**DCU graduates** are not required to submit evidence of degree (s)/postgraduate qualifications pursued at DCU. However, if you are a current DCU student/past DCU graduate and have also completed additional degree (s) /postgraduate qualifications in another University/College, you must provide official copies of your non-DCU qualifications directly to PAC.

* **PLEASE DO NOT SUBMIT ANY DOCUMENTATION REGARDING QUALIFICATIONS DIRECTLY TO THE PROGRAMME CHAIR.**

**N.B. Applicants should please note that online applications for this programme cannot be considered by the School of Human Development if the required additional supplementary statement is not submitted (directly to Postgraduate Co-ordinator,) and evidence of non-DCU studies is not submitted (to the Postgraduate Applications Centre in Galway).**

**Dublin City University**

## MSc. in Guidance Counselling (PAC: DC906)

**PAC Application Number** \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

**Applicants Name: (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 1. You are requested to attach a passport-size photograph below

#  (for the purpose of identification only)

**2. Contact Details:**

|  |  |
| --- | --- |
| Address for Correspondence | Home Address |
| Work Telephone No. | Home Telephone No. |
| Mobile Telephone No. | E-mail Address |

**1**

3. Third Level Education and other Relevant Academic/Professional Non-Degree Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (Earliest First) | Institution | Subjects | Qualification | Past/First Hons etc. |
|  |  |  |  |  |

**4. Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| Date (Earliest First) | Institution | Nature of Work | Full-time or Part-time |
|  |  |  |  |

**2**

**5. Please indicate in typescript (you may add an additional page if necessary):**

1. **Why you wish to pursue this programme**
2. **The personal qualities and experience, which you consider relevant to your application.**

**PLEASE DO NOT SUBMIT A PERSONAL STATEMENT ON YOUR PAC APPLICATION AS THIS ONE IS SUFFICIENT.**

**Applicant’s signature: Date:**

**3**

### Dublin City University

**Reference Form**

 **MSc. in Guidance Counselling (PAC: DC906)**

PAC Application No. \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

APPLICANTS NAME (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REFEREE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Referee,

The above has named you in connection with his/her application for the MSc. in Guidance Counselling. I would be grateful if you could complete and return this form as soon as is possible in the stamp addressed envelope provided by the candidate to Ms Janice Horgan, MSc. Guidance Counselling, School of Human Development, DCU St. Patrick’s Campus, Drumcondra, Dublin 9. The completed form will be seen only by the interviewing panel and will be treated as strictly confidential. I appreciate the time you have taken to complete this reference.

Yours sincerely

Paul King Telephone Number: 01 8842022

Programme Chair

……………………………………………………………………………………………………………..

1. How long have you known the applicant?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. In what capacity have you known him or her? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What are the applicant’s positive characteristics?
4. In your opinion, does the candidate have any unsuitable characteristics that may preclude him/her from training as a guidance counsellor?

4

1. In comparison to others at a similar stage in their career, please rate the applicant on the following characteristics. If you have no basis for comparison, please use the “Don’t know” category.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Upper 5% | Upper 10% | Upper 25% | Mid 50% | Lowest 25% | Don’t know |
| Academic Ability |  |  |  |  |  |  |
| Breadth of general knowledge |  |  |  |  |  |  |
| Clarity of expression: Verbal |  |  |  |  |  |  |
| Clarity of expression: written |  |  |  |  |  |  |
| Ability to work without supervision |  |  |  |  |  |  |
| Capacity in relating to others |  |  |  |  |  |  |
| Emotional stability and maturity |  |  |  |  |  |  |
| Potential as a Guidance Counsellor |  |  |  |  |  |  |

1. Is there anything else you want to add?

 Signature of Referee: Date:

5

### Dublin City University

**Reference Form**

 **MSc. in Guidance Counselling (PAC: DC906)**

PAC Application No. \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

APPLICANTS NAME (in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF REFEREE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. What are the applicant’s positive characteristics?
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6

1. In comparison to others at a similar stage in their career, please rate the applicant on the following characteristics. If you have no basis for comparison, please use the “Don’t know” category.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Upper 5% | Upper 10% | Upper 25% | Mid 50% | Lowest 25% | Don’t know |
| Academic Ability |  |  |  |  |  |  |
| Breadth of general knowledge |  |  |  |  |  |  |
| Clarity of expression: Verbal |  |  |  |  |  |  |
| Clarity of expression: written |  |  |  |  |  |  |
| Ability to work without supervision |  |  |  |  |  |  |
| Capacity in relating to others |  |  |  |  |  |  |
| Emotional stability and maturity |  |  |  |  |  |  |
| Potential as a Guidance Counsellor |  |  |  |  |  |  |

1. Is there anything else you want to add?

 Signature of Referee: Date:

7