

***OFF THE RECORD* Counselling Service**

Application for Counselling

*Please ensure that you complete all sections of this form and sign it at the end.
Incomplete forms cannot be processed and this will delay the start of your counselling.*

PERSONAL DETAILS

Name: _____ *Mr/Mrs/Ms/Miss* **Date of birth:** _____

Address for written communication: _____
_____ Postcode: _____

Email address (if available): _____

Phone numbers:

Daytime/Work: _____ Evening/Home: _____ Mobile: _____

Are you applying for counselling as an Individual or as a Couple? Individual Couple

We will normally phone you to arrange your appointment. In order to safeguard your confidentiality, please indicate below whether it is all right for us to leave a message with our name and details of your appointment.

Messages and voicemail:

Which phone number is best for us to use when leaving you a message? _____

Please indicate if we can leave a message on this number: with someone on voicemail/answerphone

Other instructions about contacting you: _____

(Please say, for example, if we should not mention our name when contacting you at work)

Your doctor's name and surgery: _____

Details of any medication you are currently prescribed: _____

How did you hear about Off The Record? My doctor Recommendation* Advertisement*

** Please give details:* _____

DISABLED ACCESS etc.

We welcome people with disabilities. This part of the form helps us cater for particular needs.

Do you have any problem climbing stairs? YES NO

If you need wheelchair access or other special facilities please give details: _____

YOUR AVAILABILITY

Please indicate the times when you could be available to see a counsellor on a regular basis:

Counselling sessions generally take place between 9.00am and 8.00pm on weekdays. However, the more flexible you can be, the easier it will be to get an appointment. There is usually a longer waiting list for evening appointments. Low cost sessions are not available after 6.00pm.

Monday : _____

Tuesday : _____

Wednesday : _____

Thursday : _____

Friday : _____

YOUR DONATION

Off The Record is a charitable organisation.

We rely heavily for the continuation of our counselling service on the generosity of donations from our clients.

We therefore ask you to be as generous as you possibly can.



It costs Off The Record up to £30 to provide a session of counselling. Please tick the amount you can donate for each of your counselling sessions:

£15 £20 £25 £30 or more

The minimum donation for couples is normally £20.

We are also able to offer a limited number of low cost counselling sessions (before 6.00pm only) to people in exceptional circumstances. If you would like to apply for this please tick here:

YOUR SIGNATURE

 Your signature: _____ Date: _____ 

GIFT AID

*If you pay Income Tax at basic rate, you can declare your donations as 'Gift Aid'. **This does not cost you anything** but, as a registered charity, we are able to reclaim the tax on your donation from the Inland Revenue. This gives us an extra 28p for every £1 you give and helps to keep our counselling service going. If you would like to do this, please sign this declaration.*

I want Off The Record Counselling Service (Norfolk) Ltd to treat all donations I make from the date of this declaration as Gift Aid donations:

YES NO

Signature: _____ 

Date: _____

Please return this form to:

Off The Record Counselling Service
1 Trinity Street
NORWICH
NR2 2BQ

Telephone: 01603 626650
Email: enquiries@otr.org.uk
Website: www.otr.org.uk