**Edinburgh University Staff Counselling Service - Registration Form**

**Please see our** [**Privacy Notice**](https://www.ed.ac.uk/counselling-services/staff/about-us/privacy-notice)

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| Date: Office Use only | ID number: Office Use only |

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| Name:  | Staff Number:  |
| Date of Birth:  | Age: | Gender:  | Nationality:  |
| Please specify any requirements you have for adapted facilities or assistance: |
| Home address:  |
| GP name and address: |
| Edinburgh University email:  |
| Job Title:  | Permanent or Fixed term:  |
| Length of Service:  |
| **What is your college/group? (delete below as appropriate)** |
| Science and Engineering | Arts, Humanities & Social Sciences | Medicine & Veterinary Medicine | Finance Directorate | University Secretary’s Group | Information Services Group | Corporate Services Group |
| **What is your job category? (delete below as appropriate)** |
| Academic | Clinical | Veterinaryclinical | Professional administration and operation | ClinicalTechnical |
| **What is your location? (delete below as appropriate)** |
| Central area | KB | Little France | E. Bush | Western General | Other |
| How did you hear about the Staff Counselling Service?  |
| Have you been to the service before? Y/N |

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| **Contact details:** Only include information that you agree to us using to contact you. An email address is preferable for appointment offers. We can accept a personal email address; however, using your University email ensures that your personal data is kept within the University’s secure computing environment. |
| Email address:  |
| Telephone number:  | Can we leave a voice message? Y/N(we are unable to send texts) |

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| **Preference for appointments (delete as appropriate)** | Microsoft Teams (UoE account) | Telephone  | In-person |

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| **Availability:** please delete times you are not available. Please note that if your availability is limited it is likely to take us longer to be able to offer you an appointment. |
| Tuesday | 9:00 | 10:15 | 12:00 | 1:00 | 2:00 | 3:15 |
| Thursday | 9:00 | 10:15 | 12:00 |  |  |
| Friday | 9:00 | 10:15 | 12:00 | 1:00 | 2:00 | 3:15 |
| Are you able to take a cancellation appointment at short notice? Y/N  |
| Please let us know if there are any specific dates when you are unable to attend:  |

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| Is there any other relevant information that you would like us to know?  |

Email completed form to staff.counsellor@ed.ac.uk