**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 | | Veterinary  clinical | | Professional administration and operation | | | | | Clinical  Technical | |
| **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