



EMPLOYEE ASSISTANCE PROGRAMME

COUNSELLING REQUEST FORM

Instructions

The University of the West Indies, Mona promotes good health and well-being for all its stakeholders through the Creative Caring Accountable Motivated Professional (CAMP) Initiative and Wellness support services. Please complete the following form to request assistance as needed. Your well-being is important to us, and we are here to support you.

Personal Information

Name		Contact Number	
ID Number		Email Address	

Reason(s) for Counselling Request: (Please check all that apply.)

- Grief
- Fears/ Worries/ Trauma
- Depressed/ Withdrawn
- Nervousness/ Anxiety
- Aggression/Anger
- Bullying
- Suicidal Thoughts
- Destruction of Property
- Family Concerns
- Other

Signature (Staff)		Date	
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For HRMD Use Only

Confidentiality Agreement:

The information provided in this form is confidential and will only be used for the purpose of assessing and providing support as required. Furthermore, your information will be handled with maximum sensitivity and privacy.

Staff Eligibility:

- Yes
- No
- Special Consideration

Each eligible employee is entitled to a maximum of three (3) therapy sessions.

Signature (SAR)		Date	
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Section to be completed by Counsellor

Priority:

Low

Medium

High

Selected Counsellor: _____

Initial session Date: _____

Comment: _____

Follow-up session Date: _____

Comment: _____

Follow-up session Date: _____

Comment: _____