** APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the post of** | | | | Amigos Mentor | | | | | |
| **Applicant's** **details** | | | | | | | | | |
| Last name | |  | | | First name |  | | | |
| Any other last names | |  | | | Title |  | | | |
| Address |  | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | Postcode | |  |
| Day time contact no. | | |  | | Evening / Mobile no | | |  | |
| Email address | | |  | | | | | | |

|  |
| --- |
| **Statement in support of application.** Please explain briefly why you feel you would be good at mentoring a child at St Mark’s.  Please include your interests/hobbies, your availability each week, and any hesitations you may have. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Confidential References (Please ensure referees know this reference is being requested)**  Names, addresses and status of two referees  This can be employers or people who know you well, but please avoid family members. | | | | |
| **Reference 1** | | **Reference 2** | | |
| Name  Address  Tel No  Fax No  Email address  Occupation/Relationship | | Name  Address  Tel No  Fax No  Email address  Occupation/Relationship | | |
| **Further information** | | | | |
| * If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List or DBS. * Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to the role. * Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your suitability. * It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS. * A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request. * Criminal record certificates will only be issued directly to the applicant.  The school will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 .(the Data Protection Legislation)  The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation. | | | | |
| **Declaration** | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected. | | | | |
| **Signature of Candidate** |  | | **DATE** |  |
| **Privacy notice** | | | | |
| |  | | --- | | We will keep your personal information for 1 year following the application date if you are not successful, and for the duration of mentoring plus 7 years if you are successfully appointed.  You have some legal rights in respect of the personal information we collect from you.  Please see the website for further details on their privacy notice and data protection policy.  You can contact the Data Protection Officer if you have a concern about the way they collect or use your data. | | | | | |