



This form is for anyone who wants to apply to us to become a licensed chaperone for children working in entertainment.

As the licensing authority, we must not approve a person as a chaperone unless we are satisfied that the person is suitable & competent (Regulation 15(4), The Children (Performances and Activities) (England) Regulations 2014

We will use this form to help us decide on your suitability for the post, so please make sure it is accurate and complete. Curriculum Vitae will not be accepted. All information given in this application form will be treated in confidence, other than information relating to criminal offences.

Please complete this form in type or block capitals and continue on a separate sheet if necessary, clearly labelling each section.

Refer to the person specification and if you need any help completing this form please telephone us. Return your completed form by email or post to the addresses below.

email: CSHub@n-somerset.gov.uk

post: North Somerset Council Child Employment and Licensing team, Town Hall, Second Floor C2-19, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

telephone: 01934 426 755

1. Type of application

Initial Renewal Volunteer Paid chaperone

Name of group (s) associated with (for example theatre, drama, operatic or dance school)

2. Your details

Title

First name (s)

Last name

Please provide details of any names previously known by, whether formally or informally. Original evidence of identity and name changes may be required.

Date of birth

Place of birth

Address

	Postcode

Length of time at current address

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Previous address (es) if you have lived at current address for less than five years

Address

	Length of time at address
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National Insurance number

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Telephone numbers (at least one must be supplied)

Home

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Mobile

--

Work

--

Email address

--

Preferred method and times for us to contact you

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3. Employment status

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK. Do you have any restrictions that apply to you?

Yes

No

If yes, please provide details of any restrictions

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4. Details of current employment (or most recent if not currently employed)

Employer name

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Address

--

Post title

--

Start date (dd/mm/yy)

--

End date (dd/mm/yy) if applicable

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Please give a brief description of current duties, responsibilities and achievements

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Reason for leaving this post

--

(if applicable)

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5. Details of previous employment

Please list all your employment history and continue on an additional sheet if necessary

Name and address of employer	Job title	Start date (dd/mm/yy)	End date (dd/mm/yy)	Reason for leaving

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length

Dates from (dd/mm/yy)	Dates to (dd/mm/yy)	Reason for gap

6. Relevant childcare training and development (including professional, vocational or job related training)

Title and brief description of course	Date (s)

7. Membership of professional associations or statutory body (if applicable)

Organisation name	Level of membership/role/registration number (if applicable)	Registration date

Are you subject to any conditions or prohibitions place on you by any statutory body in the UK?

Yes No

If yes, please provide details in a sealed envelope and attach to this application

8. Additional information

Have you ever been approved as a chaperone or matron? Yes No

If yes, please provide details of when and with which authority

Are or were you a registered child minder or foster carer? Yes No

If yes, please state with which authority

Have you ever received First Aid training? Yes No

If yes, please provide a copy of your certificate or details of training provider and date(s) for verification purposes.

Have you undertaken Child Protection Training in the last three years? Yes No

9. References

It is our practice to take up references prior to applicants being invited for an interview. Please give the name and address of two referees from whom we may seek information regarding your suitability to work as a chaperone. We need references to confirm your good character and wherever possible your suitability to care for children.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family and ex/current partners are not acceptable referees. Personal references should be from individuals who have known you in a childcare role and/or for two years or more, and who are able to comment on your skills and abilities in relation to the role of chaperone.

Referee one

Title and full name

Name and address of employer/university/college (including postcode)

Telephone number

Email address

How does this person know you?

How long have they known you?

Can we contact them before interview?

Yes

No

Referee two

Title and full name

Name and address of employer/university/college (including postcode)

Telephone number

Email address

How does this person know you?

How long have they known you?

Can we contact them before interview?

Yes

No

10. Reasons for applying for this post

This section is the most vital part of the form. We need you to give us specific information to support your application. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge & experience meet the selection criteria in the person specification. This document describes the essential experience and knowledge required for the post and may include competences required. Please provide examples which relate directly to the post you are applying for:

11. Suitability declaration

Have you ever been convicted of any criminal offences?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been given a caution?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been banned from working with children (up to 18) or vulnerable adults?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been the subject of any investigation(s), complaint(s) or the like, be it proven, unproven or ongoing in relation to your work with children or vulnerable adults whether in a paid or voluntary capacity or carried out privately?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have answered 'yes' to any of the above, you need to give details of;

- the nature of the offence
- the place where the offence occurred
- the name of the court which gave the conviction
- the penalty imposed.

You must include details of spent convictions, including those related to juvenile offences. The exemption under the Rehabilitation of Offenders Act 1974 does not apply.

Date of offence

Details

Are you aware of any other circumstances that might affect your suitability to be a chaperone?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide details

12. Declaration by applicant

I confirm that, to the best of my knowledge and belief, the information given on this form is correct. I understand that any offer of employment will be subject to satisfactory references, medical assessment and criminal record checks. Any misleading statement or deliberate omission may disqualify my application and lead to instant cancellation of my chaperone approval.

I consent to the necessary enquiries and checks being undertaken by North Somerset Council to confirm that the information included in this application form is

correct, to verify the authenticity of my qualifications and to check whether I have any relevant criminal record which may make me unsuitable for the role of chaperone.

I understand that, if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the Council during the course of my chaperone registration and for a reasonable time after the registration ends (pursuant to the Data Protection Act 1998).

I confirm I have no objections to North Somerset Council making an application to the Criminal Records Bureau for information about any previous criminal record, which I may or may not have, and I confirm that I will sign the necessary application form giving an authority to make this search (pursuant to the Police Act 1997).

I declare that I am not disqualified from working with children and vulnerable adults (pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the Care Standards Act 2000).

Signature

Date

If you complete this application electronically, you will be asked to sign it at interview.

13. Application for employment (work with children or vulnerable adults): Criminal records, convictions, cautions, reprimands, final warnings, bans etc

Please read and sign the declaration at the end of this section

- 1 The Council meets the requirements in respect of "exempted questions" under the Rehabilitation of Offenders Act (1974) and is thereby a Registered Body with the Disclosure Service provided by the national Criminal Records Bureau. It conducts checks as necessary, with the applicant's permission, under the Criminal Record Bureau's Code of Practice.
- 2 Jobs working with children (i.e. all under-18s) or vulnerable adults are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that you cannot withhold information about any spent or unspent convictions in applying for this post. You are also asked not to withhold information about cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
- 3 Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities

concerned to share relevant information with North Somerset Council for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

- 4 "Front line" and certain other posts e.g. supervisory/management will require Disclosure checks at an Enhanced or Standard level; others may be at Basic level. The level of Disclosure for this post is Enhanced.
- 5 Short listed applicants will be asked to bring proof of identity with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure.

If your answer is yes to either of these questions, please provide further information including dates and details of the allegation/complaint/s. If you are short listed, the panel will discuss this at interview. You may wish to provide additional documentation with this application.

Important: in the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will be weighed according to relevance and the circumstances and background to your record. A copy of our policy about the recruitment of ex-offenders is available if you wish to see it.

Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?

Yes

No

Statement: I confirm that I have read and understand the above provisions.

Signature

Date