**ACCORD ISS**

**RETURNING STAFF APPLICATION FORM**

ACCORD ISS, Brook House, 64-72 Spring Gardens, Manchester M2 2BQ

*By returning the form we assume you would like to be considered for summer school work again.*

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| --- |
| Position applied for: |

|  |  |
| --- | --- |
| Surname | First Name(s) |
| Date of Birth | Age |
| Nationality | Sex |
| Which dates are you available?From To | How certain are you of your availability?Sure / Probable / 50% |
| Permanent address: | Address from now to June, if different |
| Tel no: | Mobile: |
| Fax: | E-Mail: |
| Skype: | Other: |
| What is the best way to contact you?  |
| Do you require any days off during the course?What is the reason for this time off? *Please note that we will look into each request individually but during busy weeks we may not be able to accommodate all requests.* |
| How many days off have you had in the last two years?Do you have any allergies or special diet? Yes/NoIf you have answered yes please give details: | Do you suffer from any medical conditions or disabilities? Yes/NoAre you taking any prescribed medicines? Yes/NoIf you have answered yes please give details: |
| Are you a qualified lifeguard? Yes /NoDate qualification runs out | Are you a qualified first aider? Yes/NoDate qualification runs out |
| Are you a qualified football coach? Yes/No | Are you a qualified tennis coach? Yes/No |
| Give details of any new qualifications (e.g. teaching, sporting) since last summer and any qualifications anticipated before next summer. | What have you been doing since last working at summer school? |
| Do you hold a clean UK driving licence? Yes/NoDid you drive a minibus last summer? Yes / NoWould you be prepared to drive one this summer? Yes / No  | Would you be prepared to drive a car/people carrier? Yes/NoDo you have any endorsements on your licence?Yes/No |

Have you had any criminal convictions since completing your last form? Yes / No

Have you had a Criminal Records Bureau (CRB) Disclosure Certificate done since you last worked with us? Yes/No

**Rehabilitation of offenders act**. Because of the nature of the work for which application is being made, the post is exempt from the provisions of section 4(2) of the act by virtue of the rehabilitation of offenders act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which, for other purposes, are spent under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies. Please read the following statement and tick the appropriate box:

I have not been disqualified from working with children, am not named on DfES List 99 nor the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and I have no conviction, cautions or bind-overs.

**I confirm that I have read the above statement and that there is nothing against my name that prohibits me from working with children.**

 **I have attached details of any convictions, cautions, or bind-overs in a sealed envelope marked confidential.**

DECLARATION: The information that I have given on this form and elsewhere in connection with my application is accurate. I have not withheld any facts relevant to my application.

Signature.........................................................................Date...................................

ACCORD ISS IS AN EQUAL OPPORTUNITIES EMPLOYER

***All prospective employees should note:***

***References will be checked and references will ask specifically whether there is any reason that they should not be employed in situation where they have responsibility for, or substantial access to, persons under 16.***

***Gaps in CV’s will need to be explained satisfactorily.***

***All staff are required to provide a DBS check (or equivalent police check) before working with us.***

***Proof of identity and qualifications will be required.***