

**LONDON BOROUGH OF WALTHAM FOREST
APPLICATION FOR CHAPERONE / MATRON
NOTES FOR GUIDANCE**

Dear Applicant,

Thank you for contacting Education Welfare in relation to your interest in becoming a Chaperone.

When you have completed your application for Chaperone / Matron, please ensure the following have been done:-

1. At number 12 in your application, please state clearly the names and addresses of Referees. We will write to them for references.
2. Attach 2 recent passport photographs taken of you within the last six months, with your signature on the back of each of them.
3. Submitting your application Disclosure Application Form online please provide your **Valid Passport** or **Birth Certificate** – and **two** of the following as listed below when visiting Waltham Forest Town Hall or Tower Hamlets Town Hall and the Office (Summerfield Centre 99 Leyton Green Road Leyton E10 6DB) for an interview :-

NO photocopies will be accepted

Bank Statement	Utility Bill (gas, water or telephone - recent)
Building Society Statement (recent)	Store Card
Valid TV licence	Valid Insurance Certificate
Mortgage Statement (recent)	Valid NHS Card
Court Summons	National Insurance Number Card
Addressed Payslip	Child Benefit Book
Exam Certificate (NVQ or GCSE)	Work Permit / Visa
Connexions Card	P45 or P60
Marriage Certificate	

LONDON BOROUGH OF WALTHAM FOREST

Form of application for approval as Chaperone/Matron Licence No

1. Name in full

2. Marital Status 3. DOB

4. Permanent Address

.....

..... Post Code

Daytime telephone number

Email.....

5. Do you have any health problems or disability that could affect you in working as a matron/chaperone? * Yes / No

*If 'Yes' please enclose a letter from your GP or specialist stating that you are able to look after children working in entertainment.

6. Names of Local Education Authorities to which previous applications have been made, with dates of applications. Please state if granted or not:

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7. State whether you are a qualified teacher or nurse (please give dates and registered number):

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8. Any other relevant qualifications for employment as a Chaperone/Matron:

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9. Do you own or are you employed at a dancing or drama school? If so, give name and address of school and your status:

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10. Have you studied the list of “Duties of Chaperone/Matron” which has been given to you and do you agree to fulfil these duties?

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11. For what period do you require approval? (give dates):

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12. Give names, addresses and titles (or qualifications) of two responsible persons (not relatives) who are prepared to answer an enquiry as to your suitability by character and temperament to carry out the duties of Chaperone/Matron. You must include your present or most recent employer:

*Name and occupation **Full address** and telephone number*

1.

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2.

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13. Do you currently hold a valid DBS ? * Yes / No

*If yes please attach a copy.

14. Which type of Chaperone Licence are you looking for? **Paid Work** or **Voluntary Work**

Note (Paid Work): Applicant(s) will be charged for a DBS and are required to visit Tower Hamlets for verification of their documents.

I hereby certify that the above particulars are correct. I understand that any false or deliberately misleading information given on this form and / or supporting information may render this application invalid.

Signature Date

<i>The information supplied will be used for registered purposes under the Data Protection Act 1988. For office use</i>	Date	Signature	Comments
Received			
References Requested			
DBS Check Required			
References Received			
Interview			
Outcome			
DBS			
Licence Issued			