**Appendix 1**

**Suggested Recruitment, Self-Declaration and Referee Form for Applicants**

Name

Address

Phone numbers

Email

What experience have you had in teaching/administration? Outline your career prior to this application and any post of responsibility you have held. Provide details, either here on your CV ( which must be attached) of the address and contact details of your previous employers.

……………………………………………………………………………………………………..

Do you have any particular skills or experience (such as unpaid volunteer work) that you wish to make known to AFDY?

…………………………………………………………………………………………………….

**SELF- DECLARATION**

You are legally required to declare any conviction for sexual offences or for offences against children or young people. If you have been convicted of any such offences you cannot work with children or young people.

You are not legally required to declare other convictions deemed to be spent under the Rehabilitation of Offenders Act 1974, but declaration would assist us in our assessment of your suitability to work with children and young people.

Please give details of all unspent convictions

……………………………………………………………………………………………………….

* I have never been convicted of a sexual offence or of any offence against children and young people.
* I give permission for enquiries to be made about me as necessary.
* I agree to obtain a Vetting and Barring Disclosure Form if required by the work I am required to undertake.

Signature…………………………………………………………Date:…………………………

**REFEREES:**

Please give details of two people, (not related to you) to whom reference can be made. Both should know you well.

1. The first referee should have knowledge of your teaching experience and be able to comment on your behaviour as a teacher.
2. The second referee should be a person you have known for at least three years.

**NAME and Address of REFEREE (1**):

Telephone: day…………………………….evening………………………………………….

Email: ……………………………………………………………………………………………

Connection with you: ………………………………………………………………………….

**NAME and Address of REFEREE (2**):

Telephone: day…………………………….evening…………………………………………….

Email: …………………………………………………………………………………………………..

Connection with you :…………………………………………………………………………….

**Appendix 2**

**Suggested Reference Request Letter and Form**

Address with phone number

Dear

… has given your name as a referee with regards to her / his application to work as a teacher/administrator/volunteer with AFDY.

……has volunteered to work at AFDY. This role will include either running or helping to run activities with a small group of children or young people (usually x in number) and we would be grateful if you could give your opinion as to the suitability for the applicant for such work.

To comply with our Health and Safety and our Safeguarding policies, all our applicants for posts with us are checked for their suitability to work with children and we are very grateful for your assistance with this.

We are particularly concerned that all our staff relate well to children and adults, including showing in their behaviour values of non-discriminatory behaviour, fairness, self-control, honesty and respect for self and others. All our staff need to be sensitive to the varying needs and circumstances of other people, reliable and conscientious, kindly, and have a sense of humour. We would be grateful for your opinion of the applicant regarding these desirable traits.

We would be grateful if you could complete the enclosed form and return it in the enclosed stamped addressed envelope/ using this email address.

Yours sincerely