

Chaperone Application Form

School Services

You will need to complete this form if you wish to apply for a Chaperone Licence.

You will **also** be required to complete a Disclosure and Barring Service (DBS) application and provide **two** references. Once completed, the DBS disclosure will be posted directly to you and you will be required to bring the original into West Offices before we can issue a licence.

To find out more about registering for a portable DBS, visit:

www.gov.uk/government/organisations/disclosureand-barring-service.

Applicant's Details

Mr Mrs Miss Ms

Forename Surname
Home telephone Previous surname
Mobile telephone Email
Date of birth Place of birth

Address

House number
Line 1 Postcode
Line 2 County
Line 3 Length of time at this address

Employment Details

Employer's Name Length of time in this employment

Address

Line 1 Postcode
Line 2 County
Line 3 Type of employment

Dance/Theatre/Group Details

Name of organisation

Address

Line 1 Postcode
Line 2 County
Line 3 Type of employment

References

You will need to provide details of two people who can provide references for you. At least **one** should have known you in a professional capacity.

We will then contact your named referees and provide them with the child chaperone referee guidelines.

Forename	<input type="text"/>	Surname	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Address			
Line 1	<input type="text"/>	Postcode	<input type="text"/>
Line 2	<input type="text"/>	County	<input type="text"/>
Relationship to you	<input type="text"/>		

Forename	<input type="text"/>	Surname	<input type="text"/>
Telephone	<input type="text"/>	Email	<input type="text"/>
Address			
Line 1	<input type="text"/>	Postcode	<input type="text"/>
Line 2	<input type="text"/>	County	<input type="text"/>
Relationship to you	<input type="text"/>		

Return this form with 1x passport sized photo, your completed DBS form and a cheque made payable to 'City of York Council'. A DBS check costs £49.00 if you will be paid for your chaperone duties and £6.00 if this is a voluntary role.

Note: Failure to attach any of the above may delay your application. If you have not previously been employed as a chaperone, see our online guidance at www.york.gov.uk/childperformance

By registering as a chaperone you are acting as a responsible adult for all children in your care including performance times, health and safety and safeguarding/child protection.

Please write your name on the back of your photo

Please attach a
passport size
photo here

Are you happy for us to contact you in future about other companies who may be looking for chaperones? Yes No

Declaration

I declare that the above information is true and correct. I understand that I am liable to prosecution if any of the information I have provided is untrue or incorrect. I understand what is expected of me as a chaperone, and my responsibilities regarding children under my care.

Signature

Date

**Please return to School Services, West Offices, Station Rise, York, YO1 6GA or education@york.gov.uk
www.york.gov.uk/schoolservices | [facebook.com/cityofyork](https://www.facebook.com/cityofyork) | [@School_Services](https://twitter.com/School_Services)**