

米頓堅斯中文學校及社區中心

Milton Keynes Chinese School and Community Centre

c/o St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
 Tel.: 01908 888152 e-mail: inbox@mkchinese.org.uk website: www.mkchinese.org.uk

APPLICATION FORM - CONFIDENTIAL		Position Applied For																															
		Are you volunteering your service?	YES/NO																														
Mr/Mrs/Miss/Ms Surname		Forenames																															
Name in Chinese		Date of Birth																															
Nationality		NI Number																															
Present Address																																	
Post Code																																	
If less than 3 years, please list all your previous addresses over the past 3 years on a separate sheet of paper and attach it to this application.																																	
Contact Number		Single/ Married	Number of Children																														
Email address		Their Ages																															
Full UK Driving Licence Yes / No		Own Transport	Yes / No																														
Current Occupation (if not currently working, please give some information as to your previous employment)																																	
<p>Qualifications - Please give brief details (with dates) of your education, training and qualifications gained after leaving School. If you have GCSE and/or A Levels (or equivalent) in Chinese and English language, please give the grades awarded.</p>																																	
<p>Relevant Experience - Please give brief details of teaching, private tuition, community service and other voluntary work experience (with dates)</p>																																	
<p>Language Skills (Tick as appropriate)</p> <table border="1"> <thead> <tr> <th></th> <th>None</th> <th>Basic</th> <th>Good</th> <th>Fluent</th> </tr> </thead> <tbody> <tr> <td>Cantonese:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mandarin:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Written Chinese:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Spoken English:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Written English:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			None	Basic	Good	Fluent	Cantonese:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandarin:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Chinese:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spoken English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Other Relevant Skills (e.g., music, drama, dance, art, Chinese typing, secretarial, activities for children, photography, journalism)</p>	
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Hobbies and interests			
Reasons for applying			
Referees (please give name, address, telephone number and state relationship to you)			
1.			
2.			
<p>If you are offering your services as a teacher/classroom assistant, you must be available to attend most, if not all, School sessions on Sunday mornings. Are you willing to make this commitment? Yes / No</p> <p>For other volunteer positions, you are expected to be available in School at mutually agreed times. Are you willing to make this commitment? Yes / No</p>			
<p>Are you currently working for any voluntary organisations? Yes / No</p> <p>If YES, please give details below:</p> <p>Name of Organisation</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Position/title</td> <td style="border: none;">Function/Duties</td> </tr> </table>		Position/title	Function/Duties
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<p>Have you ever been convicted by any court in the United Kingdom or abroad of any criminal offence, placed on probation, cautioned or discharged, either conditionally or absolutely in relation to such offences? Yes / No</p> <p>Are you currently being tried in the United Kingdom or abroad for any criminal offence ? Yes / No</p> <p>If you have answered YES to either question above, please give details on a separate sheet.</p> <p>Are you allowed to work in the United Kingdom? Yes / No</p> <p>Are there any restrictions to the number of hours you are allowed to work in the UK? Yes / No</p> <p>If YES to the above question, please specify restrictions here _____</p>			
<p>Declaration</p> <p>I have read the Constitution of the Milton Keynes Chinese School and Community Centre and I agree to abide by it. I also agree to abide by any rules and regulations relevant to me as a volunteer. I declare that, to the best of my knowledge and belief, the details I have provided on this form are true and accurate.</p> <p>Signature of Applicant Date</p> <p>Signature of Parent/Guardian (if Applicant is under 18 years old)</p> <p>Please state name and relationship to applicant _____</p>			
<p>For Office Use</p> <p>Interviewed by Date</p> <p>Evidence of right to work in the UK (Passport/Birth Certificate/Identity Card/Other document)</p> <p>Recommendations/Comments</p> <p>Approved by Date</p>			