

# 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](mailto:inbox@mkchinese.org.uk) website: [www.mkchinese.org.uk](http://www.mkchinese.org.uk)

<b>APPLICATION FORM - CONFIDENTIAL</b>	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><b>Qualifications</b> - 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><b>Relevant Experience</b> - Please give brief details of teaching, private tuition, community service and other voluntary work experience (with dates)</p>																																	
<p><b>Language Skills</b> (Tick as appropriate)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">None</th> <th style="text-align: center;">Basic</th> <th style="text-align: center;">Good</th> <th style="text-align: center;">Fluent</th> </tr> </thead> <tbody> <tr> <td>Cantonese:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Mandarin:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Written Chinese:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Spoken English:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Written English:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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><b>Other Relevant Skills</b> (e.g., music, drama, dance, art, Chinese typing, secretarial, activities for children, photography, journalism)</p>	
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Written English:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																													

<b>Hobbies and interests</b>			
<b>Reasons for applying</b>			
<b>Referees</b> (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 border="0"> <tr> <td>Position/title</td> <td>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>			
<b>Declaration</b>			
<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>			
<b>For Office Use</b>			
Interviewed by	Date		
Evidence of right to work in the UK (Passport/Birth Certificate/Identity Card/Other document )			
Recommendations/Comments			
Approved by	Date		

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### Confidentiality Statement

- 1) I promise to keep confidential, all matters that come to my attention while volunteering or working at Milton Keynes Chinese School & Community Centre, including information about any person or organisation using the services of this Organisation.
- 2) I will use all information gained in the course of my service in a responsible manner at all times.
- 3) I will respect the privacy of clients, other volunteers and staffs. I will order my conduct so as to uphold the dignity, standing and reputation of this Organisation and I will discharge my duties with integrity.
- 4) I will not use any information or documents obtained in connection with this Organisation, keys or any other property belonging to the Organisation in any way to disadvantage or discredit the Organisation.
- 5) I understand that this Organisation has an irrevocable royalty-free licence to copy and use all work, information, documentation, etc. which are produced by me for this Organisation on or off the Organisation's premises.
- 6) I understand, that the above restrictions shall continue to apply after the termination of my volunteer service or employment whether paid or unpaid.

Name of volunteer or worker: (PLEASE USE BLOCK CAPITALS)

Signature:

Date:



Company Limited by Guarantee Registered in England  
Reg. No. 4026059 Charity No: 1082578 Registered Office: As Above.

