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RIKKYO SCHOOL IN ENGLAND
 Guildford Road,
 Rudgwick,
 West Sussex
 RH12 3BE
 U.K.

HOMESTAY HOST APPLICATION FORM

Please complete one form for each person aged 16 or over who will be residing in the property at the time of hosting. The lead host must be aged 25 or over.

CONFIDENTIAL

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)			
First name(s)		Surname	
Title (Mr/Mrs/Ms/Miss/Dr)		Tel. No. (home)	
Email address		Tel. No. (mobile)	
Address:			
Postcode:			
How many students would you like to host? (Must be at least 2)			
Would you prefer boys or girls, or have no preference? (we do not place boys and girls together)			
Number of people in household aged under 16 and their age(s)			
Number of people in household aged over 16			
Do you have any pets? If so, please state their species. (Some students have allergies)			
2. REFERENCES (one of which should be from current or former employer)			
Referees cannot be family members.			
Referee 1		Referee 2	
Title (Mr, Mrs, etc.)		Title (Mr, Mrs, etc.)	
Full name:		Full name:	
Address:		Address:	
Post Code:		Post Code:	
Email address:		Email address:	
Telephone number		Telephone number	

3. INTERNATIONAL POLICE CHECKS

If you have been outside the UK for a period of six months or longer within the last five years, please state the dates and country/ies below and be aware that you will need to provide the School with a Police Certificate of Good Conduct/Criminal Record Check from that country/ies prior to the hosting date. You may wish to apply for this now.

Have you ever lived/worked/travelled abroad for more than six months within the last five years?

YES/NO* (if yes, please detail below)

Country	Dates From Month/Year	Date To Month/Year

4. DISCLOSURE AND BARRING SERVICE (DBS)

As the position for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope. If you would like to discuss this beforehand, please telephone in confidence for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/db

You should be aware that the School will institute its own checks on applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

(* please delete as appropriate)

I have nothing to declare*

I enclose a confidential statement*

Signature:

5. DECLARATION

I declare that the information given on this form is true and complete to the best of my knowledge and belief, and I authorise Rikkyo School to make other relevant enquiries.

I understand that, as this involves access to children, confirmation of acceptance as a host will be subject to Rikkyo School making checks against Police records of criminal convictions and Police cautions with the Disclosure & Barring Service (DBS). I hereby agree to such checks being carried out and to provide such documents and sign such applications as are necessary for this check to be carried out.

I agree to my data, including copies of my identification documents, being held for the purposes of homestay.

Print Name:

Signature:

Date: