

APPLICATION FOR CHAPERONE/MATRON APPROVAL

THE CHILDREN (NORTHERN IRELAND) ORDER 1995 CHILDREN (PUBLIC PERFORMANCES) REGULATIONS (NORTHERN IRELAND) 1996

All information given in this application form will be treated in confidence, other than information relating to criminal offences. Please complete this form in type or block capitals.

Surname:		Mr/Mrs/Ms/Miss
First Name(s):		
Date and Place of Birth:		
Address: (including full postcode)		
Contact Telephone Nos:	Home:	
	Mobile:	
Email Address (please print clearly)		
How long have you been resident at this address:		
If less than five years, please list all previous addresses during that time.		
Present Employer:		
Address:		
Type of Work:		

Professional Qualifications:	
Have you ever been approved as a Chaperone before? If yes, please give the name and address of the approving Authority	
Are you registered Disabled?	
Do you have any health condition that might have a bearing on your application? If so give details.	

Please give the name, postal address, email address and contact telephone number of two responsible persons who would be prepared to give you references as to your suitability to be a chaperone. At least one of these should know you in a professional capacity. Please state in what capacity the person is known to you. We cannot accept a relative as a referee.				
Referee 1:	Professional		Personal	
Name:				
Address:				
Telephone Nu	ımber:			Email Address:
Referee 2:	Professional		Personal	
Name:				
Address:				
Telephone Nu	ımber:			Email Address:

Due to the nature of the work, we need to know if you have ever been convicted of a criminal offence, including any traffic offences. An enhanced disclosure check (EDC) will be carried out. Please tick the appropriate box below and give details as needed.

I have not been convicted of any offences	
I have been convicted of offences	

Please detail:

Date	Court	Offence	Result

Please give details of any other relevant work experience (e.g. teaching, social work, youth work, child minding, nanny, playgroups, nursery nurse), or if you have acted in a voluntary capacity, such as with cubs/brownies. Please also add anything else that you would wish in support of your application.

PRIVACY STATEMENT

The information provided by you to the Education Authority (EA) is required by us to progress your Chaperone Application and to ensure that you complete the required chaperone training courses. EA is obliged to comply with the General Data Protection Regulation when processing your personal information.

We will process your personal information on the lawful basis that we have a legal obligation to do so as it is part of our compliance with The Children (Northern Ireland) Order 1995 to do so. An approved chaperone's personal information will also be shared with various parties **including all production companies (broadcast and non-broadcast, performance bodies and client agents** such as **BBC and Extras NI**) if an approved chaperone has consented to their personal information being shared with such parties. It will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notices on our website <u>www.eani.org.uk/about-us/privacy/ea-privacy-notices</u> which provides further information on how EA processes your personal information as well as detail on how to contact us if you have any questions.

DECLARATION TO BE SIGNED BY THE APPLICANT

I hereby declare that the above information is true and accurate to the best of my knowledge. I understand that I would be liable to prosecution if I wilfully stated in it anything which I knew to be false or did not believe to be true.

Signed:

Date:

CONSENT TO SHARING PERSONAL INFORMATION WITH PRODUCTION COMPANIES

If my application is successful, I hereby give consent to the EA sharing my information with various parties including all production companies (broadcast and non-broadcast, performance bodies and client agents such as BBC and Extras NI). *

Signed:	Date:	
This form should be returned with one passport sized portrait photograph (<i>signed and dated on the rear</i>) to Children in Entertainment and Employment Team (CEET), Education Authority – Belfast Office, 40		
Academy Street, Belfast, BT1 2NQ or by emailing it to ceet@eani.org.uk.		

* If you later decide that you do not wish your personal information to be shared with any or all production companies, you can withdraw your consent to EA sharing your personal information with any or all production companies at any time by contacting Children in Entertainment and Employment Team (CEET) at Education Authority – Belfast Office, 40 Academy Street, Belfast, BT1 2NQ or by emailing ceet@eani.org.uk