# Educational Mentoring Application Form

#### Privacy notice

By completing this application form, you are giving Refugee Education UK (REUK) your personal data. We will use your data to inform our recruitment process and to contact you about becoming a volunteer educational mentor if and when there is a suitable opportunity. Your data will be kept for 3 years after the date of submission if you do not become a volunteer, and 6 years from the point of last contact if you do. We may be required to share your personal information with regulatory authorities for safeguarding purposes, but will not otherwise share your information outside of REUK without your consent. Please refer to our Privacy Policy for more information about how we keep your personal data safe.

**If you feel you would require reasonable adjustments in order to carry out this role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in the ‘any other notes’ section towards the end of this form.**

| Your name: |  | Home telephone: |  |
| --- | --- | --- | --- |
| Date of birth: |  | Mobile telephone: |  |
| Gender (and pronouns - optional): |  | E-mail address: |  |
| Home  address: |  | | |
| Work/study address: |  | | |

### **Emergency Contact**

| Name: |  | Relationship to the Applicant: |  | Contact Number: |  |
| --- | --- | --- | --- | --- | --- |
| Contact address: |  | | | | |

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### **Relevant experience**

| Please explain how you meet the essential requirements of the Person Specification: | | | |
| --- | --- | --- | --- |
|  | | | |
| Briefly state why you are motivated to become an Educational Mentor to one of the young people we work with: | | | |
|  | | | |
| List your previous employment, education and volunteering history and reasons for leaving each. Please also explain any gaps in employment since you left full time education (add more rows where necessary) | | | |
| **Date from** | **Date to** | **Organisation and Role** | **Reason for leaving** |
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|  |  |  |  |
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|  |  |  |  |
| List any relevant qualifications | | | |
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### **Final Details**

| Please indicate in which area of the country you are happy to mentor, in order of preference, where 1 is most preferable and 4 least preferable. If more than 1 area is equally most preferable please mark these all as 1. | |
| --- | --- |
| ☐ Northwest London  ☐ North London  ☐ Central London  ☐ East London    ☐ Southeast London  ☐ Southwest London  ☐ Croydon    ☐ West London | ☐ Birmingham and surrounding areas  ☐ Oxford  ☐ Cambridge  ☐ Peterborough |

| Please confirm whether you would be able to meet with a young person on a regular weekday by 5:30 pm at the latest |
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|  |
| How did you hear about REUK’s mentoring programme? |
|  |
| Any other notes? |
|  |
| We complete DBS (police)checks for all new mentors, that requires a five year address history. Please tick one of the following boxes: |
| ☐ I have a five year UK address history  ☐ I have lived overseas in the last 5 years but have a DBS equivalent certificate or certificate of good conduct from those countries  ☐ I have lived overseas in the last 5 years and do not already have a police certificate. In some cases it may be possible to request an overseas check. Please tick here if you are willing to consider this (may cause delays with the application process) |
| Using the checklist below, please ensure you have completed and included all the required documents before you submit your application |
| ☐ Application form  ☐ Self-declaration form  ☐ A copy of your most up to date CV |

**Please return this application by email to your Mentoring Coordinator, or contact your Mentoring Coordinator for instructions on how to return this application by post.**

**Many thanks for your application. We will contact you as soon as possible to arrange an interview regarding your application.**