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

## HOMESTAY HOST INFORMATION

(Please complete one form for each person aged 16 or over who will be residing in the property at the time of hosting)

### CONFIDENTIAL

<b>1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)</b>			
Surname		First name(s)	
Title (Mr/Mrs/Ms/Miss)		Tel. No. (home)	
Email address (if applicable)		Tel. No. (mobile)	
Address:			
How many students would you like to host?			
Would you prefer boys or girls (or no preference)?			
Number in household under 16 and ages (please indicate whether male or female)			
Number in household over 16 (please indicate whether male or female)			
Any animals in the household?			
<b>2. REFERENCES (one of which should be from current or former employer)</b>			
<b>Referees cannot be a family member.</b>			
<b>Referee 1</b>		<b>Referee 2</b>	
Title (Mr, Mrs, etc.)		Title (Mr, Mrs, etc.)	
Full name:		Full name:	
Address:		Address:	
Post Code:		Post Code:	
Telephone number		Telephone number	

### 3. 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](http://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

### 4. 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 being held for the purposes of homestay.

Signature:

Date:

Name: