

Fatimah Elizabeth Cates Academy

Full Name

		✓	Notes & Observations
1	CV		
2	Cover Letter		
3	Two References (in application)		
4	Interview		
5	PASSPORT		
6	Address ID		
7	Certificates		
8	Volunteer Application		
9	Medical		
10	DBS		
	1. All Documents Checked		
	2. Online Application Filled		
	3. Copy taken upon receipt		
	4. Update Service		
	5. Filed and Data stored		
11	T.A. Course L2 / L3 (STLS)		

VOLUNTARY

Date Started:.....

Date Completed:.....