



School Name:

Personal Information

Last Name:

Previous Name(s): (if applicable)

First Name(s):

Home Address:

Postcode:

E-mail address:

National Insurance No (If you have one):

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Date of Birth:

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Present (or Most Recent) Employment

Employer Name, Address and Telephone Number:

Date Started:

Job Title:

Date of Leaving (if applicable):

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Reason for leaving (if applicable):

Please Provide a Brief Description of Duties of the Post (Continue on a separate sheet if necessary):

Additional Information

Please explain why you want to volunteer at the academy and summarise any experience, skills, knowledge, training and qualifications that would be relevant to your role as a volunteer (Please continue on a separate sheet if necessary).

References

One reference should relate, if applicable to your present job, or most recent employer, or (if you are a student) a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. Please include name, address, telephone number and e-mail address if known. If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.

Please ensure that, where applicable, at least one reference is from an employer by whom you were most recently employed in work with children. If you are not currently working with children, please supply a reference from the last time you worked with children.

Please note if the referee is school or college based the reference must be confirmed by the headteacher/principal as accurate.

1st Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No:

Capacity:

2nd Referee

Name:

E-Mail Address: (Please provide wherever possible)

Address:

Telephone No:

Capacity:

Self-declaration of criminal record

This post involves working in a school and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will therefore be required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. **Details of the filtering rules can be found on www.gov.uk/dbs**

As the post involves engaging in regulated activity relevant to children, it is an offence to volunteer for this role if you are barred from doing so.

You will be asked to complete a safeguarding/ criminal records self-disclosure form. You will be asked to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from engaging as a volunteer. Failure to disclose may result in withdrawal from any offer.

Please also note that we may conduct an online search as part of our due diligence on all volunteers. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with you.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Declarations

To your knowledge are you related to a member of staff, governor of the academy or Member/ Trustee of the Trust?

Yes No

If 'Yes', please state their name and position held:

Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given details of in this volunteer application form. The information will be stored manually and / or electronically and if unsuccessful your application will be disposed of after 6 months.

I declare that all the information I have provided is true. I agree that the information I give you in connection with this application for voluntary work may be stored and processed for the purpose of personnel management.

Signed:

Date: