

VOLUNTEER APPLICATION FORM

Please use black ink/print when completing this form

1. Application for the post of: Volunteer at: Owslebury Primary School
(School/ College/ Children's Centre)

2. Last Name First Names

Title Any Previous Last Names

Address Post Code:

Daytime tel. no. Evening tel. no.

Email:

3. Education (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

4. Job related training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

Previous experience. Please include details of gaps in employment here.

Employer's name and type of business	Post held	Date				
		From Month	Year	To Month	Year	

6. Reasons for volunteering

8. References

Please give details below of two people who can provide information that will confirm your suitability for volunteering at our school. References will be sought on volunteers not known to the school. **Parents of children attending our school do not need to provide this information.** Referees may be contacted to verify particular experience or qualifications and any child protection concerns before volunteering commences.

Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
		Postcode:	<input type="text"/>
Daytime tel. no.	<input type="text"/>	Email:	<input type="text"/>

Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>		
		Postcode	<input type="text"/>
Daytime tel. no.	<input type="text"/>	Email:	<input type="text"/>

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. 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 on the Disclosure and Barring Service website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

YES

NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership) ?

YES

NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
- Copies of the County Council's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice which does not allow for the photocopying and retention of the full DBS Disclosure certificate.

10. Please list all the countries that you have worked/resided in - giving dates "from" and "to":

11. Further information and declaration

I understand that personal information about me will be computerised for safeguarding purposes.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police.

Signature of Volunteer

Date