

VOLUNTEER APPLICATION FORM



Please use black ink/print when completing this form

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1. Last Name  First Names

Title  Any Previous Last Names

Address  Post Code:

Daytime tel. no.  Evening tel. no.

Email:

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**2. In what capacity would you like to volunteer – please list previous relevant interests and experience (Such as employment, clubs, leisure activities and hobbies) which would support your application**

**Have you lived abroad in the last 10 years: YES/NO**

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**3. References**

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity.

Name  Position

Address  Postcode:

Daytime tel. no.  Email:

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Name  Position

Address  Postcode

Daytime tel. no.  Email:

#### 4. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) 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 and 2020) 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](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 and 2020) **YES**  **NO**

If Yes, please give details including date of each conviction, pending hearing, reprimand or warning, the offence, the sentence and the police force or court involved 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 a copy of this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency **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 a copy of this form.

#### PLEASE NOTE;

- Prior to taking up your volunteering 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 unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record **involving offences against children** is likely to debar you volunteering, the existence of other criminal convictions will not necessarily be a bar to volunteering.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your volunteering arrangement with the school.
- **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.**
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The school 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 General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

#### 5. Further information and declaration

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

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 as well as leading to my application being rejected or the volunteering arrangement being terminated if I have already been appointed.

Signature of Volunteer

Date