# CONFIDENTIAL Application form



For volunteering in West Berkshire schools

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| **Volunteering preferences and availability** |
| What area/s are you interested in volunteering in |       |
| When are you interested in volunteering | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Daytime |       |       |       |       |       |       |       |
| Evening |       |       |       |       |       |       |       |

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| **Your personal details** |
| First name(s) |       | Last name |       |
| Address |       | Home number |       |
| Mobile number |       |
| Work number |       |
| Email |      @      |
| Postcode |       | Preferred contact method |  |

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| **Relevant training or qualifications (please give details and dates of any training you have undertaken or qualifications you hold that are relevant to the volunteering you would like to do)** |
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| **Please provide details of any professional bodies that you are a member of that are relevant to the volunteering you would like to do** |
| ***Professional body*** | ***Membership level*** | ***Date awarded*** |
|       |       |       |
|       |       |       |
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| **Current or most recent employment and volunteering** |
| Name and address of employer |       |
| Job Title |       |
| Start date |       | End date (if applicable) |       |
| Reason for leaving (if applicable) |       |
| Key duties |       |

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| **Previous employment (please list all employment and account for any gaps in employment)** |
| Employer’s name and address | Dates | Post held and duties | Reason for leaving |
|       |       |       |       |
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| **Supporting statement** (please give details of why you are interested in volunteering) |
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| **Referees** |
| **Please provide contact details for at least two referees who are able to comment on your suitability volunteering in the school.*** **The first referee MUST be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).**
* **If your current or most recent employment does not involve working with children, your second referee should be the employer/ volunteer supervisor with whom you were most recently employed to work with children or organisation where you have volunteered in a role working with children (if any).**
* **References from friends and relatives are not normally acceptable.**

**Current and/or previous employers will be asked about any disciplinary offences (whether or not the sanction has expired) or concerns which relate to your suitability to working with children****We reserve the right to contact any of your previous employers.** |
|  | ***Referee 1*** | ***Referee 2*** | ***Referee 3*** |
| Full name |       |       |       |
| Position |       |       |       |
| Address |       |       |       |
| Telephone |       |       |       |
| Email  |       |       |       |
| **Volunteering will be subject to receipt of satisfactory references and any additional pre-volunteering checks.** **If successful, the Headteacher or Chair of Governors will contact your referees in order to verify the authorship of the reference.** |

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| **Criminal records self disclosures and Disclosure Barring Service Checks** |
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| John Rankin school is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share these values. We will ensure that all our volunteer recruitment and selection practices reflect this commitment. The volunteering you are applying for is ‘exempt’ from the Rehabilitation of Offenders Act 1974, **so if you are shortlisted for interview** you will be required to declare’: · All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 · All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) The amendments to the Exceptions Order provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. You can find information about filtering in the [DBS filtering guide - GOV.UK](https://www.gov.uk/government/publications/dbs-filtering-guidance)If you need further advice on whether or not conviction or caution needs to be declared you can find guidance on the Ministry of Justice website and/or seek advice from the [NACRO](https://www.nacro.org.uk/) website and from NACRO’s [What do I need to disclose guidance.](https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose-FINAL-DONE.pdf)If you are successful in your application for this volunteering role you will be required to have a DBS check of the appropriate level (standard, enhanced or enhanced with barred list) and other pre-engagement checks. Details can be found in the school’s volunteering policy and procedure which was included in the application pack. |
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| **DBS Barred List declaration** |

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| **DBS barred lists**It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of inclusion on the DBS barred list. A copy of the DBS Code of Practice is available on the gov.uk website. |
| Are you included in the list of people barred from working with children maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? | Yes [ ]  | No [ ]  |
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| **Teaching prohibition and restrictions**Are you subject to any conditions or prohibitions placed on you by theSecretary of State for Education ? | Yes [ ]  | No [ ]  |
| Do you have any sanction or restriction that is still current that was imposed by the GTCE before its abolishion in March 2012? | Yes [ ]  | No [ ]  |
| Are you subject to any teaching prohibitions or restrictions in any other country in which you have worked? | Yes [ ]  | No [ ]  |
| If yes to any of the teaching prohibition and restrictions questions, please give details: |       |
| I declare that the information I have given in this application is correct and complete.I understand that data is collected as part of the volunteer application process. Data will be held securely and accessed by and disclosed to individuals for the purpose of volunteer recruitment and, where you are offered and undertake volunteering work with the school, for the purpose of managing the volunteering relationship.In submitting this form I give my authority for use of my personal data for the purposes outlined above. |
| Signature |  | Date |       |

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| **Equal opportunities**  |
| John Rankin schools support the principle of equal opportunities and opposes all forms of unlawful and unfair discrimination. It aims to ensure that the human resources, talents and skills available throughout the community are considered when volunteering opportunities arise  |
| First name(s) |       | Last name |       |
| Date of Birth |      /     /      | Sex |  |
| Are you in a marriage/civil partnership? |  | Are you a carer? |  |
| How do you describe your ethnic background? |  |
| What is your religion or belief? |  |
| What is your sexual identity? |  |
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| **Equality Act 2010 – Disability**The definition of disability, as outlined in the Equality Act 2010 is as follows: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities.”We guarantee to interview disabled applicant who meet the essential requirements for the post. |
| Under the definition above, do you consider yourself to be disabled? | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| Please list here any reasonable adjustments you may require to enable you to take part in volunteering activities: |