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| **Volunteer Application Form – Confidential** | | | | | | | | | | |
| Standard Volunteer application form for a role in a Nottinghamshire School  Please answer all questions accurately and sign the declaration at the end of the form | | | | | | | | | | |
| SCHOOL | | | |  | | | | | | |
| What type of volunteering would you be able to offer us? | | | |  | | | | | | |
| What days and times would you be able to commit to us and for how long? | | | |  | | | | | | |
| **1. PERSONAL DETAILS (please complete in block letters)** | | | | | | | | | | |
| Surname: | |  | | | Forenames: |  | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) | |  | | | Date of Birth: |  | | | | |
| Address for Correspondence: | |  | | | Permanent Address (if different): |  | | | | |
| Postcode: | |  | | | Postcode: |  | | | | |
| Home telephone no: | |  | | | Mobile telephone no: |  | | | | |
| National Insurance No: | |  | | | Email address: |  | | | | |
| **2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)** | | | | | | | | | | |
| Name and address of organisation: | |  | | | | | | | | |
| Postcode: | |  | | | | | | | | |
| Nature of business: | |  | | | | | | | | |
| Brief description of duties: | | | | | | | | | | |
| Hours/sessions worked per week: | |  | | | Regulated Activity / Unregulated Activity | |  | | | |
| Date appointed:  Date leaving: | |  | | | Supervised/Unsupervised Activity | |  | | | |
| Reason for leaving or for seeking other employment: | |  | | | | | | | | |
| **3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (If applicable)** | | | | | | | | | | |
| (Starting with the most recent first). | | | | | | | | | | |
| Name & address of Organisation | Role | Grade & salary/wage | Hours/Sessions worked | | | Dates (month/year) | | | Reason for leaving | |
|  |  |  |  | | | From | | To |  |
|  |  |  |  | | |  | |  |  |

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| **4. INFORMATION RELEVANT TO YOUR APPLICATION** | | | | |
| Please give details of any relevant experience, skills or knowledge to support your application. | | | | |
|  | | | | |
| **5. DISCLOSURE OF CRIMINAL BACKGROUND** | | | | |
| IMPORTANT AND CONFIDENTIAL  If the volunteer post you are applying for requires a DBS check, please disclose 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).  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. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](https://www.gov.uk/government/collections/dbs-filtering-guidance)  If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.  If a DBS check is essential, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.  If the volunteer post you are applying for does notrequire a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.  If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:**[www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)  Please answer the following questions. | | | | |
| Have you ever been convicted of a criminal offence? | | | YES  NO | |
| Have you ever been cautioned for a criminal charge? | | | YES  NO | |
| Are you at present the subject of a criminal charge? | | | YES  NO | |
| If YES to any of the above questions, please give brief details including dates. | | | | |
| [insert school name] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | | | | |
| **6. References** | | | | |
| Please provide details of two referees below, Friends or relatives are NOT acceptable referees.  Depending on the volunteering role you are participating in, referees may be taken to assess your suitability | | | | |
| Name (referee 1): |  | Name (referee 2): | |  |
| Status |  | Status | |  |
| Organisation: |  | Organisation: | |  |
| Address: |  | Address: | |  |
| telephone no: |  | telephone no: | |  |
| Email address: |  | Email address: | |  |
| How long know and in what capacity: |  | How long known and in what capacity: | |  |
| **7. Other** | | | | |
| If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Headteacher. | | | | |
| **7. DATA PROTECTION ACT 2018** | | | | |
| The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so. | | | | |
| **8. Declaration** | | | | |
| **The information provided is complete and true to the best of my knowledge and belief** | | | | |
| **Signed** | | | | |
| **Print Name Date:** | | | | |
| **10. Contacting us** | | | | |
| email |  | | | |
| phone |  | | | |

Thank you for your interest in working as a volunteer at our school, once completed please return the form, marked confidential, via email to office@willoughby.notts.sch.uk