

Completing the Application Form (Volunteering)

Please read these notes carefully and keep for future reference. They are designed to help you in completing the application form.

Completing an application form is the first stage in us considering you as a volunteer in our school.

- It is important that you complete all sections of the application form as fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training, which shows that you have worked with children/in related areas of work and have the skills that can be utilised in a volunteering role.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form

Working With Children

Although this is a volunteering role there is still a requirement to undertake rigorous checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.

- This role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- A caution or conviction will not necessarily prevent you from applying for a volunteering position. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- You will be required to complete a self-declaration form in relation to any criminal convictions prior to confirmation of your volunteering role.
- If you are required to undertake a Disclosure and Barring Service check The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. You will still be required to bring in your original certificate to the school for verification
- Should you declare any convictions then there would be a discussion with you about the offences or other matters that might be relevant to the role. Failure to disclose information that is directly relevant to this role could lead to the withdrawal of the offer of volunteering.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all volunteers.

We will undertake this search and only share information obtained with the headteacher should this have implications around your suitability to work with children. You may be asked specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

For disclosure information and services please visit the DBS homepage on their web site www.homeoffice.gov.uk/dbs

If you do take up volunteering it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions whilst you remain a volunteer in the school.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH WORKING WITH CHILDREN.

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful in securing a volunteer position with us, we will retain this information for the period of your volunteering and following 6 years following the end of your period of volunteering.

If you are unsuccessful in your application your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout this process.

We will not share any Personal Identifiable Information collected with external organisations unless required to do so by law.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school directly.

Whatever the outcome of your application, thank you for the interest you have shown in working us.

APPLICATION FORM -
Volunteering Newdale Primary School & Nursery

Please complete the relevant parts of this form

Applications to be returned to the school
Newdale Primary School & Nursery
Marlborough Way
Newdale
Telford
TF3 5HA

or alternatively email : Newdale.primary@taw.org.uk

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address		
Postcode		

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

6. SUPPORTING STATEMENT

Please set out below any relevant skills and experience you can bring to the school in a volunteering capacity and why specifically you wish to volunteer for us.

6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

*Please indicate if this is a work or personal referee.

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*
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7. OTHER INFORMATION

Are you, to your knowledge, related to any of our employees or member of the schools Governing Body?
If yes, please give details:

Name	Relationship
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Criminal Convictions

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.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in me being unable to continue to volunteer with the school. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

