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**CONFIDENTIAL**

**VOLUNTEER APPLICATION FORM**

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| **Please use black pen when completing this form** |
| **Application for the post of** |  |
| **Advertised at school** |  |
| **Applicant's** **details** |
| Last name |  | First name |  |
| Any other last names |  | Title |  |
| Address |  |
|  |
|  | Postcode |  |
| Day time contact no. |  | Evening / Mobile no |  |
| Email address |  |
| **Current employer** |
| Employer’s name |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Post held |  | Date appointed |  |
|  |  |  |  |
| **Previous experience** (most recent employer first)**Please include details of gaps in employment here** |
| Employer’s name and type of business | Post held | Date | Reason for leaving |
| From (MM/YY) | To(MM/YY) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Reasons for applying to be a Volunteer** |
|   |
| **Statement in support of application**Please provide details of how your experience, skills and abilities are relevant to your suitability for being a volunteer in school. In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc.  |
|  |
| **References**Please give details below of two people who can provide information that will confirm your suitability to be a volunteer. **Where appropriate one person should be your current or most recent employer, or someone who has known you in a professional capacity or has known you for longer than 3 years.** Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns. |
| **Referee 1** | **Referee 2** |
| Name Position Address  Tel No *(inc. STD code)*  Email address Occupation   | Name Position Address Tel No *(inc. STD code)*  Email address Occupation   |
| **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/collections/dbs-filtering-guidance> |
| **Further information** |
| * You will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service.** 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 from appointment of this type of post, 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 volunteering.**
* 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.  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 General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation).  The school and Trust 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.
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| **Further information and declaration** |
| National insurance number |  |
| 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 contract being null and void if I have already been appointed. |
| **Signature of Volunteer** |  | **Date** |  |
|  |  |  |  |
| **Privacy Notice** |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed. You have some legal rights in respect of the personal information we collect from you.  Please see the Trust’s website for further details on our privacy notice and data protection policy by clicking the following link. [[Statutory information | Hamwic Education Trust | Multi-academy Trust](https://www.hamwic.org/about-hamwic-education-trust/statutory-information/)]You can contact the School’s Data Compliance Officer if you have a concern about the way they collect or use your data. |