

Application form for Volunteer positions

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

If you've lived or worked outside of the UK in the last, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last [5 years]?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

SIGN AND DATE

Name (please print):

Sign:

Date:

PERSONAL DETAILS
First name
Surname
Preferred title
Previous surnames
If you prefer to be called by a name other than the one listed above, please specify
CONTACT DETAILS
Address
Postcode
Home phone
Mobile phone
Email address
RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the school community:

- Governors
- Staff
- Pupils

If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at school

Employment history

CURRENT EMPLOYMENT DETAILS						
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details	Description of responsibilities

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them in the table below. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start date	End date	Reason for employment gap

References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

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If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box: