

**To: Applicants for Voluntary Work**

Thank you for your interest in carrying out voluntary work at the Connect Education Trust. You will understand that we need to know a little about you and your background. This is to ensure that you are suitable to carry out work at this School/Service and it will also enable us to find you work or other activities that may suit you. In these circumstances, please complete the details requested on this form:

Privacy: The school's privacy policy is available on the website, or ask us for an accessible copy. This provides the information required for data protection compliance, which is summarised here. Information provided here will be used for the recruitment process and retained in line with the school's published retention policy. The legal basis for processing is public task (recruitment of staff) and for some parts, legal basis due to employment/protection of children law.

**Personal Details (Please complete in BLOCK CAPITALS)**

Surname: ..... Previous Surname(s).....

First Name(s): ..... Title (Mr/Mrs/Ms/Miss/Other).....

Home Address: .....  
.....

Tel:..... Mob: .....

E-mail .....

**Previous Employment, Voluntary Work or Other Activities**

Please provide as much information as you can about any employment you have (or have had in the past). Please also tell us about any other voluntary work or activities you currently carry out, or have carried out in the past.

Employer/Organisation	Nature of Business	Position held	Full time/Part time	Inclusive dates Month & Year		Reason(s) for Leaving (if applicable)
				From	To	

## General Information

Please state the **type of voluntary work** you wish to undertake at this School/Service:

Please state the **reason(s) you wish to undertake voluntary work** at this School/Service:

Please state **why you believe you are suitable to undertake voluntary work** at this School/Service:

## Referees

Please supply the names and addresses of **two** referees, who know you well, and can comment on your suitability to undertake voluntary work, e.g. current or previous employer, Headteacher, previous volunteering project etc. If your employer, or the organisation with which you have undertaken work, is/was a school, the referee provided must be the Head teacher. Please note that references cannot be accepted from a relative or someone who knows you just as a friend.

Name:

Name:

Address:

Address:

Tel:

Tel:

E-mail:

E-mail:

Status:

Status:

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## Online Search

As part of our process of due diligence on volunteers, our normal practice is to carry out online searches of publicly available information, including social media. Do you give your consent for these searches to be undertaken?

YES  NO

## Compulsory Declaration of any convictions, cautions or reprimands, warnings or bind-overs

It is the Council and School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions, reprimands and warnings that you have which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NARCO and UNLOCK.

If you are invited to interview you will be required to disclose your criminal record on a 'Declaration of Unspent and Relevant Spent Criminal Offences' form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

## Prohibition from Teaching – If applicable

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

## Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

## Notes

- a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

**Declaration**

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people nor subject to any prohibition, sanctions, conditions or restrictions imposed by the Secretary of State or a regulatory body. I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of voluntary work. I hereby declare that the information given on this form is complete and accurate.

Signature of Applicant .....Date .....

**Declaration of unspent and relevant spent criminal offences**

It is the policy of the Connect Education Trust to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. If you are successfully shortlisted for the post, you will be asked to complete a declaration of criminal offences so that the Trust may assess your suitability. **It is an offence to apply for a role engaging in regulated activity relevant to children if you are barred from doing so.**