



Application for Voluntary Work

(Please complete in ink and return to the school office or complete electronically and email to: bowesoffice@boweslearningalliance.org)

To: Applicants for Voluntary Work

Thank you for your interest in carrying out voluntary work at Bowes Primary School. 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 Bowes and it will also enable us to find you work or activities that may suit you. Please complete the form and return to the school office.

Personal Details (please complete in BLOCK CAPITALS)

Surname: Previous Surname(s):

First name: Title (Mr/Mrs/Ms/Miss/Other)

Home Address:

.....

Tel: Mobile:

Email

Emergency contact person and number:

Emergency contact person and number:

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 From To		Reason(s) for Leaving (if applicable)
				From	To	

Add more rows or continue on a separate sheet if needed

General Information

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.

Please give details of any other relevant experience or relevant interests you have:

Please state the reason(s) you wish to undertake voluntary work at this school:

Please state why you believe you are suitable to undertake voluntary work at this school:

Availability:

Please provide times and days that you are available to volunteer:

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 employers, Headteacher, a previous volunteering project etc. Please note that references cannot be accepted from a relative or someone who knows you just as a friend.

Name:

Name:

Status:

Status:

Organisation and Address:

Organisation and Address:

Tel:

Tel:

E.mail:

E.mail:

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 sanctions or conditions imposed by the Independent Safeguarding Authority, 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.

Print name:

Signature: **Date:**

PLEASE BE AWARE **ALL VOLUNTEERS** WILL NEED TO COMPLETE A DBS CHECK, WHICH INCLUDES THE DECLARATION OF CRIMINAL CONVICTION.

You will only be offered the opportunity to volunteer when the school has completed all the necessary checks and is satisfied that they can offer you a voluntary position that supports the needs of the school.

DECLARATION OF UNSPENT AND SPENT CRIMINAL CONVICTIONS

This sheet will be separated from your application form on receipt. Before completing the details overleaf, please read the following notes carefully.

It is the policy of this Council and the School to require applicants for specific posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, particular convictions will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for the post the Council and the School complies with the Code of Practice recommended by the Criminal Records Bureau (or successor Body).

You must give details on this form of any convictions, cautions or fixed penalty notices you have, or any court cases that you have pending. Under the provisions of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with certain categories of person are required to disclose all spent and unspent convictions and cautions. These work categories have been identified after a risk assessment has indicated that disclosure is both proportionate and relevant. The work categories where this is required are for roles where the employee will work with:

- persons over the age of 65
- persons suffering from serious illness or mental disorder of any description
- persons addicted to alcohol or drugs
- persons who have a visual, hearing or speech impairment
- other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- any employment concerned with the provision of health services
- any employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, Social Services. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold any information about convictions or cautions which for other purposes are 'spent' under the provisions of the Act. The Council and/or School will use information provided by the Criminal Records Bureau Disclosure Service (or successor Body) when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or School as appropriate. Any information you give us about convictions, cautions or fixed penalty notices will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore, if you have been convicted of, or cautioned about, any criminal offence in the past (including any convictions in a Court of Law outside Great Britain) you must give details (convictions, date(s) and sentence and/or cautions/fixed penalty notices and date(s)) below.

DECLARATION OF CRIMINAL OFFENCES

Using the above guidelines, please list all your unspent and spent cautions/fixed penalty notices or unspent and spent criminal convictions. Do not forget to include any pending convictions and indicate that they are pending.

If you have no spent or unspent convictions or spent and unspent cautions please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

Nature of Offence(s) (1)	Name of Court and Date of Conviction (2) (or Date of Caution/fixed penalty notice)	Sentence(s) (3)

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information I have provided is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed: Date:.....

Name (please print in CAPS):.....

Job applied for:.....