Reference 2:

Title: Name

Occupation:

Email:

Address:

Telephone Number:

Capacity in which known:

Reference 1:

Title: Name:

Occupation:

Address:

Telephone Number:

Capacity in which known:

Email:

**References**

Please give the names, addresses and **email addresses** of two referees. One should be your present employer, or if not employed, your last employer. **If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job**.

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

**Title: Last Name: First Name:**

Home Address:

Post code

**Contact telephone numbers:**

Home phone number:

Mobile Number:

***This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. All successful volunteer applicants will be subject to an enhanced Disclosure Barring Service check***



**CONFIDENTIAL** SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes.

**Volunteer / Work Experience Application Form**

**ONLY USE THIS FORM FOR APPLICATIONS FOR VOLUNTARY WORK**

**Please complete this form in BLACK ink or electronically and return to school via email at: josmith@trafalgarschool.org.uk**

Date Started: Permanent/Temporary

(Please delete as appropriate)

Date left (if applicable):

Reason for leaving :

Reason for

Leaving

Date to

Month Year

Yr

Name of Employer

Position held and main duties

Date from

Month Year Yr

Training and qualifications

Year Awarded

Please show here what training and qualifications you have

**Previous jobs** **or work experience** (Most recent first)

Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible. Please explain gaps in employment.

Briefly describe your duties:

Address:

Employer:

Current or last occupation / position /scheme

Salary: Grade/Scale:

#### EMPLOYMENT EXPERIENCE

* What skills and experience do you think that you could bring as a volunteer to school?
* Use the job description provided for the volunteer post and ask yourself why you interested in this position
* Ask yourself why you are interested in the position, how will it help you in the future?
* Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
* Applicants declaring a disability may submit more than two additional sheets and, therefore, who provide additional information in order that consideration may be given to reasonable adjustments

**Knowledge / Skills & Experience**

**When do you want to start volunteering?** –remember to allow time for your application to be considered, references received and once we have met with you your DBS application to be processed and school to be notified of a satisfactory DBS check and ISA Barred List checks before you can start at school. DBS processing can take up to 6 weeks.

**Please note completion of this application form will not guarantee you a volunteering opportunity in school. We will consider your suitability from the information provided on your application form and from your referees. If we are unable to obtain satisfactory referees we will not be able to consider you. This process is in place to ensure we meet our priority of safeguarding our children and staff.**

If we are able to consider your application we will invite you in for an informal meeting to discuss your application and how we can support you.

Please note that on occasions we may not be able to support you because of other commitments in school as we cannot always accommodate every request received for volunteering.

**Privacy Notice**

Throughout this form we will ask for some personal data about you. The Salterns Academy Trust will only use this data in line with data protection legislation and process your data for one 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

More information on how we use your personal data can be found in our privacy notice for job applicants:

<https://trafalgarschool.org.uk/working-at-trafalgar/vacancies/>

**Declaration**

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**