

**School Volunteer** Application Form

Please complete this application in BLOCK CAPITALS or TYPE

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| **1. Personal Information** | | | | | | | | | | | | |  |
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|  | Surname | |  | | | | | Forename(s) |  | | |  | |
|  | Previous Names(s) | | | | |  | | | | | |  | |
|  | National Insurance Number | | | | | |  | | | | |  | |
|  | Address |  | | | | | | | |  |  |  | |
|  | Telephone Number(s) | | | |  | | | | |  |  |  | |
|  | Email Address: | | |  | | | | | |  |  |  | |
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| **2. Present Position** | | | | | | |  |
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|  | Present Post |  | | Date Appointed |  |  |  |
|  | Establishment/School (Name, Type and Address) | |  | | | |  |
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| **3a. Secondary Education and Qualifications.** | | | | |
| Names of Schools/ Colleges/Further Education | From | To | Qualifications Obtained *(please indicate Level, Awarding Body, Subjects and Grades)* | Date of Award(s) |
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| **3b. Higher and Professional Education** | | | | | |
| Names of Schools/ Colleges/Further Education | From | To | Full Time/  Part Time | Qualifications Obtained *(please indicate Level, Awarding Body, Class Subjects and Grades)* | Date of Award(s) |
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| **4. Professional Training in the last five years appropriate to this voluntary post** | | | | | |
| Dates of Courses | | Length of Course | Details of Course | Qualification Obtained + Date of Award | Course Provider |
| From | To |
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| **5. Other Employment** (including part-time and voluntary work. Please give dates and indicate the reasons for any gaps in employment record) | | | | | |
| Employer | Nature of Employment  (Please include reason for leaving) | From | | To | |
| M | Y | M | Y |
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| **6. Disclosure of Criminal Background** | | | | | | | | | | | |
| **(a) Have you ever been convicted of a criminal offence or been given an official caution? Click as appropriate.** | | | | | |  | **Yes** |  | **No** |  | |
| Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past.  However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act.  So you should take advice if you are in any doubt as to the correct answer to give.  Also, if you are applying for a ‘regulated post for employment’ (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements. | | | | | | | | | | |  |
| **(b) If Yes, please provide full details as requested in the advisory notes, including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed, place in envelope marked Private and Confidential for attention of Chair of Appointing Panel and return with a hard copy of your completed application form.** | | | | | | | | | | |  |
| **(c) I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.** | | | | | | | | | | |  |
|  | **Signed:** |  |  | **Date:** |  | | | | | |  |
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| **7.** | **State whether you are related to, or have a close relationship with any staff, governors or student at the school** |  |
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| **8. Supporting Statement.**  Please use this space to explain your reasons for wishing to volunteer at Carr Hill High School & Sixth Form Centre. Please provide details of when you are available to volunteer at the school (days/dates/duration etc.) |
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| **9**. | **Does this voluntary placement form part of university studies/assignments?** | Yes No |  |

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| **10.** | By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.  **I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this voluntary post.** | | | |  |
|  | Signed: |  | Date: |  |  |
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**School Volunteer** Referees

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| Please give the names of at least two persons who are able to comment on your suitability for voluntary work at this school. One **must** be your present or last employer.  **If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.**  **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**  The school reserves the right to seek any further references deemed appropriate. | | | | | | |
|  | Name: |  |  | Name: |  |  |
|  | Position: |  |  | Position: |  |  |
|  | Address: |  |  | Address: |  |  |
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|  |  |  |  |  |  |  |
|  | Postcode |  |  | Postcode |  |  |
|  | Email |  |  | Email |  |  |
|  | Tel No |  |  | Tel No |  |  |
|  |  |  |  |  |  |  |

**This completed form should be returned to:**

Mrs J Waldron, Professional Mentor

Carr Hill High School & Sixth Form Centre, Royal Avenue, Kirkham, Preston. PR4 2ST

This form can also be emailed to:

[jwaldron@carrhill](mailto:jwaldron@carrhill).lancs.sch.uk

**School Volunteer** Notes

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| **This section of the form is for use only by the school** | | | |
| Voluntary Role: | | Will the applicant be supervised? | 🞎 Yes 🞎 No |
| Start date: | End date: | Is the applicant on work experience? | 🞎 Yes 🞎 No |
| Regular Day(s): 🞎 Mo 🞎 Tu 🞎 We 🞎 Th 🞎 Fr | | Is the applicant volunteering towards credit for a qualification? | 🞎 Yes 🞎 No |
| Start Time: | End Time: | Is the applicant being paid for their services? | 🞎 Yes 🞎 No |
| Cluster: | Supervisor: | Will the role lead to a paid position in the future with your establishment? | 🞎 Yes 🞎 No |
|  | | SLT Sign & Date: | |