

Freegrounds Infant School – Volunteer Application

1. Personal details

Surname First Names

Address

Daytime tel. no. Evening tel. no.

Email:

2. Employment history

We are required to hold a background employment history on each person who spends significant amounts of time in our school. A continuous employment history is required from when you left full-time education, please include details of any gaps in employment.

Employer's name and type of business	Post held	Date				Reason for leaving
		From Month	Year	To Month	Year	

3. References

Please give details below of a person who can confirm that you would be a suitable person to help in a primary school. Please note this cannot be a family member. Please provide an email address.

Name Position

Address
Postcode

Daytime tel. no. Email:

Name Position

Address
Postcode

Daytime tel. no. Email:

4. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”.

Have you ever been convicted of any criminal offences warned or reprimanded in or been officially cautioned relation to any such offence? YES NO

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- Prior to helping in school, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from helping in school, the existence of other criminal convictions will not necessarily be a bar.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
- Copies of the County Council's policy on the employment of ex-offenders and the CRB Code of Practice are available on request.
- Copies of disclosure certificates are retained by the Local Authority until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

5. Residence Overseas

Have you ever lived abroad or travelled abroad for a period of time?

YES NO

If yes please provide the location(s) and dates lived there:

6. Disclosure and Barring Service (DBS) check

The position you are applying for is subject to a DBS check, please complete the following section:

Are you registered with the DBS Update Service?

YES NO

If yes do you give the school permission to complete a status check on your DBS certificate

YES NO

Original DBS Number for the update service: _____

Original DBS type and level: (e.g. Enhanced with Children's barred list): _____

6. The Disability Discrimination Act

The Disability Discrimination Act (1995) defines a disabled person as: "a person who has or has had in the past a physical or mental impairment which had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition, do you consider yourself to be disabled?

YES NO

If YES, are there any adjustments that would assist you in helping at school?

Applications from people with disabilities are welcome

7. Declaration

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police.

Signature of Candidate

Date