



## **Volunteer Application Form**

### **Information for applicants**

The details on this application form will help the school decide your suitability for working with and around our pupils – their health, safety and general wellbeing is our prime concern, so we want to take all necessary precautions to protect them.

### **Data Protection**

In accordance with our obligations under the Data Protection Act 2018, the information you disclose in this form will not be kept for longer than its purpose or be shared with any other organisation unless required by law.

With regards to references, the school may contact the specified referees to confirm the information you have provided.

All information offered by volunteers is stored securely in both paper and electronic forms.

### **Equal opportunities**

The school appreciates and promotes diversity in our workforce – we aim to ensure that people from all backgrounds can work at the school, to ensure our pupils leave school with a well-rounded view of the community and the people within it. With this in mind, the school encourages all people to volunteer with us and will review applications from any person, regardless of the following characteristics:

- Age
- Disabilities
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Relationship status
- Pregnancy

### **Safeguarding**

Peak Edge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Please contact the school office/member of staff for more information regarding volunteering opportunities at the school and for more information about the school's obligations and approach to data protection, equal opportunities and safeguarding – this information is available in the following policies:

- Online Safeguarding Policy
- Equality Statement
- Safeguarding and Child Protection Policy

### **Criminal offences**

As it involves working with children, this volunteer role is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in 'regulated activity' with pupils will require an enhanced Disclosure and Barring Service check.

In accordance with the DfE's 'Keeping Children Safe in Education', a volunteer is considered to be engaging in regulated activity if they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

- Your application will be taken no further
- An offer of volunteering will be withdrawn
- Disciplinary action leading to dismissal, if you have already started volunteering with the school

### **References**

All volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee's work address, where applicable.

# Application form

Placement applying for:

## Personal details

Name	
Previous name	
Telephone number (home)	
Telephone number (mobile)	
Email address	
Role applied for	

Address	
Town	
Postcode	

## Relevant employment/volunteering history

Start date	Date of last day	Position held	Type of role (full-time, part-time, voluntary)	Reason for leaving
Example dd/mm/yyyy	Example dd/mm/yyyy	Example Activities coordinator	Example Voluntary	Example Term of service ended

### Supporting statement

Please include any skills or experience that you bring to the role and outline what you want to achieve from volunteering.

<b>Is your application in connection to an educational course?</b>	<b>Yes/No</b>		
<b>If you answered 'yes' to the above, please fill out the table below:</b>			
<b>Name of educational school/college/university</b>		<b>Postcode</b>	
<b>Address</b>			
<b>Course details</b>			
<b>Qualification</b>		<b>Length of course</b>	
<b>Link tutor</b>		<b>Telephone</b>	

Please fill out the sections below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (8:00am – 4pm)
- Mornings
- Afternoons

Please specify dates:

**Referee one (if still attending an education setting this reference must be from a tutor or teacher)**

Name of referee	
Relationship to candidate	
Telephone number	
Email address	

**Referee two**

Name of referee	
Relationship to candidate	
Telephone number	
Email address	

## Declaration

By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Signed:

Date: