



## Volunteer Application Form *(Confidential)*

### Policy Statement:

We are committed to the safety and emotional wellbeing of every child, and the protection of the child from all forms of abuse.

### Data Protection Notice

Throughout this form, we ask for some personal data about you. We'll 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've given us your consent
- We must process it to comply with our legal obligations

[You'll find more information on how we use your personal data in our Volunteer Policy.]

### Voluntary Post Details

Volunteer Role:

### Personal Details

Surname:	Forename(s):
Previous Surname(s):	
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
Home Address (including postcode):	Address to which correspondence should be sent if not home address (including postcode) NOTE – Our preference is to contact by e-mail wherever possible:
Daytime telephone number:	Evening telephone number:
Email address:	
National Insurance Number:	

Do you have any relatives who are currently pupils attending the school?

Yes

No

If so, please specify the name(s) and year group(s):

### Disclosure and Barring Service (DBS) Information

The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's Volunteer Policy.

<b>Do you have a DBS check? (please circle)</b>	Yes/ No
<b>If yes, what type of check do you have? (please circle)</b>	Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

### Experience

**Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.**

**Why would you like to volunteer at Northenden Community School?**

**Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)**

### Preferences

Please note we will aim to accommodate your preferences where possible. However, we are unable to place you in the same class as any relatives listed above.

What year group would you prefer to work with?

Would you prefer to work one-on-one or with a small group?

### Education, Qualifications & Training

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you become a volunteer where qualifications are an essential requirement you will be asked, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College Or University	How obtained (Full time, part time Or correspondence)	Period of study	
				From	To



<p><b>Current/most recent employer:</b></p>          <p><b>Tel. No:</b> <b>May we approach this referee before any interview?</b></p>	<p><b>Yes</b> <input type="checkbox"/>      <b>No</b> <input type="checkbox"/></p>	<p><b>Email address [preferred]:</b></p>  <p><b>Postal address:</b></p>
---	--	---

## Important Notes

### Declaration

#### Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, Northenden Community School requires new members of staff and volunteers to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all volunteers are required to complete a declaration and to produce acceptable specified documentary.

I confirm that I am legally entitled to work in the UK

#### Safeguarding Vulnerable Groups Act (2006)

Northenden Community School is obliged by law to operate a checking procedure for employees and volunteers who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List

#### Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the volunteers are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the volunteer role for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Disclosure & Barring Service

#### Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 0161 445 9337.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3<sup>rd</sup> Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.

#### Disclosure

A volunteer at Northenden Community School must state below any known relationship to any member of Northenden Community School or related to an employee of Northenden Community School when making an application. A volunteer failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to termination without notice.

Are you related to any member of the Governing Body or existing employees of Northenden Community School? Yes  No

If YES, give details:

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.

Signed:

Date:

BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.

## Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

### Ethnicity

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

**Please Note:** These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

I am: Female  Male

#### Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time

Job share

Either

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

No  Yes (Details):

## Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.