

Volunteer APPLICATION FORM

Post applied for	
School	

All applicants for a voluntary post will be subject to a short interview. If you are offered a volunteer placement, you will be subject to an enhanced DBS check including list checks, identity check, references and any other checks deemed necessary for the role you will be undertaking.

You will not be able to start your voluntary placement until these checks have been satisfactorily completed.

1. PERSONAL DETAILS

Title		Home Address	
Surname			
First Name(s)			
Any Previous Name(s)			
Date of Birth		Home Telephone	
NI Number		Mobile Telephone	
E-mail Address			

2. STATEMENT OF INTEREST

If an opportunity is available, when would you be able to start?	
Are you limited to any particular days/times? If yes please detail in this box, continuing in the box below if necessary	
Will your period of voluntary work be ongoing, or limited to a certain timeframe? Please provide details.	
Are there any specific classes/year groups you would like to work with? Please note that requests are not guaranteed, but will be accommodated if possible	
Do you have any disabilities/any other needs which we should be aware of?	

What skills and experience do you believe you can bring to a voluntary role within the Trust?

Are you required to complete voluntary work as part of a training course?	YES / NO
If you have answered YES to the above question, you or your training provider will be liable for the cost of a DBS check if TDET are required to provide one for you	

3. RELEVANT TRAINING (e.g. first aid, vocational or skills training, courses attended)

Name and address of institution attended	Date completed	Name and type of training undertaken <i>Please include level, subject and grade (if applicable)</i>

Please list any qualifications currently being undertaken

Name and address of institution attended	F/T or P/T	Expected completion date	Qualifications being studied <i>Please include level and subject</i>

4. EMPLOYMENT HISTORY (Full employment history is required)

Name and address of Employer	Job Title	Main Duties	Reason for Leaving	Start & End Date of Employment

5. OTHER INFORMATION

Are you, to your knowledge, related to any member of the Trust staff/board?	YES / NO
<i>If YES, please give details</i>	

6. REFERENCES

Please provide details of two persons who have a direct professional knowledge of you and to whom reference may be made. **The first should be your present (or most recent) Line Manager.**

If you are not currently working with children, but have done so in the past, we would expect that employer to be given as one of your referees.

Personal references from friends or relatives will not be accepted. An approach may also be made to previous employers to verify information given in the application.

Name		Name	
Job Title		Job Title	

Address		Address	
Postcode		Postcode	
Telephone		Telephone	
E-mail		E-mail	
Relationship		Relationship	
May we contact before interview?	YES / NO	May we contact before interview?	YES / NO

7. NOTICE TO APPLICANTS

You will appreciate that the Trust must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). This includes offence(s) that may otherwise be considered as 'spent'.

Because of the nature of the work for which you are applying this post is exempt from the provisions of *Section 4(2) of the Rehabilitation of Offenders Act 1974*, by virtue of the *Rehabilitation of Offenders 1974 (exceptions) Order 1975* and the *Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986*, the *Police Act 1997* as amended by *Part V of the Protection of Children Act 1999*.

Have you ever been convicted of a criminal offence or cautioned?	YES / NO
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If your answer is 'YES', you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'Confidential' and attached to your application.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal. The fact that conviction/caution(s) may have been reported against you will not necessarily debar you for consideration for this appointment. A copy of the Trust Policy for Applicants with Criminal Convictions can be downloaded from our website or sent out on request.

All offers of employment will be subject to the receipt of a Disclosure from the Criminal Records Bureau (which provides details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer), and that Disclosure being deemed satisfactory by the Trust.

The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to safeguard young people, protect the public and the Board of Directors. A copy of this notice will be sent to your referees.

8. NOTES

- Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
- Thomas Deacon Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All interview panels include a member of staff trained in Safer Recruitment, and potential volunteers should be willing to discuss at interview their suitability for working with children. The Trust will require all volunteers to provide at least two satisfactory references and undertake an Enhanced Criminal Records Bureau Disclosure.
- Referees, and other previous employers (where appropriate), will be asked whether the candidate has ever been the subject of any child protection concerns or disciplinary offences relating to children, and the outcome of any enquiry or disciplinary procedure conducted.

- d) Successful volunteers may be required to complete a medical history form after their appointment has been confirmed. This is to ensure that any reasonable adjustments and/or support can be made or put in place to enable volunteers to fully access opportunities offered.

9. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand that providing false information is a disciplinary matter and may result in summary dismissal.

I certify that I am not named on List 99, disqualified from working with children, or subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council).

Candidate Signature		Date	
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What next?

Please submit your fully completed application form to the Reception of your chosen school, or to:

E-mail: **hrteam@tdet.education**

Post: **HR Team
Thomas Deacon Education Trust
Queens Gardens
Peterborough
PE1 2UW**