

**Private and Confidential**

**Application for Voluntary Work at Penkridge Middle School**

**Statement**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Your application should be submitted to: office@penkridge-middle.org | | | | | | | |
| **Personal Details** | | | | | | | |
| Surname |  | | | | | | |
| Forename(s) |  | | | | | | |
| Previous Surname |  | | | | | | |
| Other Names known by |  | | | | | | |
| Title (please select) | Mr | Mrs | Ms | | Miss | Other, specify: | |
|  |  |  | |  |  | |
|  | | | | | | | |
| Home Address |  | | | | | | |
| Postcode |  | | | | | | |
| Email Address |  | | | | | | |
| Telephone Number |  | | | | | | |
| Mobile Number |  | | | | | | |
| Preferred Contact Number | Telephone | | | Mobile | | | Other, specify: |
|  | | |  | | |  |
| Preferred Contact Method | Post to Home Address | | | Email | | | Other, specify: |
|  | | |  | | |  |
|  | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | | | | | |
| Current or most recent employment: | | | | | | | | | |
| Post Title: | |  | | | | | | | |
| Start Date | | /  / | | End Date | | | /  / | | |
|  | | | | | | | | | |
| Employer Name | |  | | | | | | | |
| Work Address | |  | | | | | | | |
| Postcode | |  | | | | | | | |
| Employer’s Name and Address  (include Local Authority and Type of School) | Age Range of Students (if applicable) | | Position held | | Employed | | | Reason for Leaving or Break in Service |
| From | To | |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |

|  |
| --- |
| Please provide reasons for any gaps in employment? |
|  |

|  |
| --- |
| Why would you like to volunteer? |
|  |

|  |
| --- |
| Please include any skills or experience that you bring to the role, what is your motivation for wanting to work with children or young people and explain what you want to achieve from volunteering. |
|  |

|  |
| --- |
| Do you have any connections to pupils or staff at the school |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Days/Hours available: | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| It is our policy to take up references for volunteers, in line with Keeping Children Safe in Education 2023. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name, please supply the name by which you were known.  References from friends, School or colleges will only be accepted for candidates applying straight from full time education or when candidates provide an acceptable reason why a previous employer cannot be contacted.  References requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post.  We may contact you to ask you to provide additional referees who have knowledge of your professional work. | | | |
| **Name of Referee** | **Position/ Relationship** | **Contact Details** | |
|  |  | Address |  |
| Email Address |  |
| Telephone Number |  |
| Employer / Academic / Character Reference | |
|  |  | Address |  |
| Email Address |  |
| Telephone Number |  |
| Employer / Academic / Character Reference | |

For posts which have substantial access to children or vulnerable adults, the School reserves the right to approach any previous employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| **Immigration, Asylum and Nationality Act (2006)** | | | |
| In accordance with the Immigration, Asylum and Nationality Act 2006, the employer requires new members of staff 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 candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview | | | |
| I confirm that I am legally entitled to work in the UK | | | |
|  | | | |
| **Online Searches** | | | |
| In accordance with paragraph 221 of Keeping Children Safe in Education 2023, the Trust will undertake Online Searches for shortlisted candidates. This is to assist in the identification of any incidences or issues that may have happened and are publicly available online, which the PVAT might wish to explore with the applicant at interview. | | | |
| I can confirm that I understand this requirement in line with Keeping Children Safe in Education 2023 | | | |
|  | | | |
| **Working/Living Overseas** | | | |
| Have you worked or lived overseas in the past 10 years for a period of 12 months or longer whilst over the age of 18? | | | |
| Yes | | No | |
| The application process for criminal records checks or ‘Certificates of Good Character’ for someone from overseas varies from country to country. **You’ll have to apply in the country or to the relevant embassy in the UK.**  **Certificates of Good Character MUST be provided if appointed.**  If you have any questions on applying for a criminal record check in the UK, please contact the [Disclosure & Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts). | | | |
|  | | | |
| **Safeguarding Vulnerable Groups Act (2006)** | | | |
| The employer is obliged by law to operate a checking procedure for employees 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 1974** | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. | | | |
| I confirm that the above information is complete and accurate and I understand that any offer is subject to   1. references that are satisfactory to the school 2. a satisfactory enhanced DBS certificate and check of the Barred list where relevant 3. the entries on this form proven to be complete and accurate 4. a satisfactory medical report, if appropriate. | | | |
| I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | |
|  | | | |
| **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 [enquiries@penkvalley.co.uk](mailto:enquiries@penkvalley.co.uk) | | | |
| 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 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018. | | | |
|  | | | |
| I declare that all the information on this form is correct to the best of my knowledge. | | | |
| **Signed** |  | **Date** |  |
|  | | | |