

# Volunteer Application Form

Title:	First name:	Surname:	D.O.B. (to allow us to apply for your DBS)	Email address:

Home address and postcode	Mobile number	Daytime telephone number	Relationship to anyone working at the school

## Most Recent Employment History

Name of organisation	Your Role	Dates from/to

Please tell us a bit about yourself and why you would like to volunteer in the school:

Any special areas of interest, skills or qualifications:

Available times/sessions (please tick all that apply) ✓						
8.55 – 9.15 Reading	9:00-10:45 English/maths EYFS: Play supervision	10:45-12:00 English/maths EYFS: Play supervision	12:00-1:00 Lunchtime supervision	1:00-2:00 Reading/ Humanities EYFS: Play supervision	2:00-3:15 Reading/ Humanities EYFS: Play supervision	3:15-4:15 After school club

Available days (please tick all that apply) ✓				
Monday	Tuesday	Wednesday	Thursday	Friday

Referees (one of whom should ideally be your most recent manager/employer)			
Name of person	Relationship to you	Email address and telephone number	Organisation name, address and post code

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind---overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are applying to undertake regular/unsupervised activity an Enhanced Disclosure will be sought from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Disclosure of a criminal background will not necessarily exclude you from employment– this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind--- over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Please tick one:	YES ✓	NO ✓	
Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?			If YES, please give brief details of the offence, including the date of conviction.
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?			If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.
Do you have any criminal charges or summonses pending against you?			If YES, please give details.

Additional Information to be provided: along with you application form we need to see proof of identity and address to enable DBS Check where relevant and to evidence information provided.

**Please provide us with any 3 originals of the following documents:**

**A valid Passport, Photo Card Driving License, Bank Statement, Paper Driving License, P45/P60, Utility Bill (not mobile phone bill), Council Tax Statement, other official letter with your current address on.**

Please note at least one of the verification documents must be photographic, utility bills must be dated within the last 3 months.

Please tick one:	YES ✓	NO ✓	
Do you have any medical needs			If yes, please give details
Do you have any allergies or dietary requirements			If yes please give details
<p>Is there anything else that you feel is important we know about you before you start volunteering, please let us know.</p> <p>We would like your time working at George Tomlinson to be enjoyable and worthwhile.</p>			<p>If yes please give details or if this is personal and you would like to discuss this in confidence, please let the office know and they can arrange a time for you to do this.</p>