

Application for Matravers Volunteer

CONFIDENTIAL



Applicant's name

Department working with

School name and address

Matravers School
Springfield Road
Westbury
Wiltshire
BA13 3QH

Guidance for completion of the application for employment form

This information has been compiled to assist you in the completion of the application form. Please remember the application form is an essential part of our safeguarding process. It is therefore important that you complete the application form in full. If you wish to complete it by hand, please use black ink.

Completing your application form:

- **Complete** all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section.

Return your form – Please return to the HR Department

Commitment to safeguarding of children and young people:

The position for which you are applying could give access to children. The school is committed to safeguarding and promoting the welfare of children and young people and all people working with children and young people are expected to share a commitment to this.

You will be expected to report any concerns about the safeguarding of children and/or young people in accordance with the agreed school procedures.

You will be required to attend regular safeguarding training

References may in order that your suitability to work with children/young people can be assessed.

Approval as a Volunteer is conditional upon the results of an enhanced Disclosure and Barring Service (DBS) check (with a barred list check) which will indicate your suitability to work with children.

We may also undertake a check of the Teaching Council's Prohibition List, to ensure that you are not subject to a prohibition order issued by the Secretary of State.

1. Personal Details

Forename/s	Surname:
Preferred title (e.g. Mr, Mrs, Dr, etc):	Previous surname/s:
Other:	
Known as:	
Contact information:	
Email address:	
Home telephone number:	Mobile telephone number:
Address:	
House name/number and street name:	
Town/city:	County:
Postcode:	

2. Education and qualifications obtained – please complete with any relevant qualifications which you consider relevant for the role

Name, type and location of institute	Dates		Main Subject / Course Title	Qualification / grade achieved
	From	To		

3. Professional membership:

Please give details of membership of any professional bodies relevant to the role including dates (include Teacher registration number if applicable):

4. Employment history:

Please note that under Keeping Children Safe in Education 2014 we reserve the right to contact any of your previous employers for a reference. We will also seek details of any performance, conduct and disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including anywhere the disciplinary sanction has expired.

Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. Please include any volunteering roles.

If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor.

Previous employment (most recent employment first)

Employer	
Dates employed – from and to	
Contact name for reference	
Employer's email address	
Job Title	
Reason for leaving	

Previous employment continued

Employer – name of company, location and email address	Dates – from and to	Job Title	Reason for leaving

--	--	--	--

Continue on a separate sheet if necessary. (We require details of your complete employment history)

5. Additional information

Please describe in more detail any experience, skills, etc, you have which are relevant to this role. Please give your reasons for volunteering to work at Matravers School.

--

Continue on a separate sheet if necessary.

6. Personal referee

Character references will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history, we may seek a reference from a personal referee. For this purpose, please state the name and address of a person whom you have known for at least three years and who may be approached for a reference prior to interview.

Please note: if the application refers to a church school this will need to be a clerical referee. You should quote someone who is currently employed in a position of responsibility or who is deemed to be a professional person. It would be helpful if this referee can comment on your suitability for this post. **Do not quote your current or previous head teacher/employer in this section. It is important that you make this person aware of the possibility that they will be asked to supply a reference.**

Name of Referee and position/profession	
Address	
Email Address	
Contact Telephone Number	
Capacity in which you are known to this person	

7. Convictions

Please give details of any convictions, cautions or any offence you have been found guilty of in any country including the date of the conviction or caution and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position).

- Road traffic offences should be included. (Depending on the role may be required to drive as part of the role.)
- 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 Act 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act other than those which are **Protected**. In the event of employment, any failure to disclose convictions or cautions or bind over orders which are not **Protected** could result in dismissal or disciplinary action by the school.

N.B. However please note that you do not have to disclose Protected Cautions or Protected Convictions to us. Protected Convictions and Protected Cautions are defined as follows:

Protected convictions

A conviction is a "protected conviction" if:

- It does not relate to a "listed offence", such as violent and sexual offences. (<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)
- No custodial sentence was imposed.
- You have no other convictions. (I.e. **if you have more than one conviction you will need to disclose all convictions**)
- It was received by you whilst aged under the age of 18 at the time of the conviction and **five and a half years or more** have elapsed.
- It was received by you whilst aged 18 or over at the time of the conviction and **11 years or more** have elapsed.

Protected Caution

A caution is a "protected caution" if:

- It does not relate to a listed offence. (<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>)

- It was given to you whilst aged under the age of 18 at the time of the caution and **two years or more** have elapsed.
- It was given to you whilst aged 18 or over at the time of the caution and **six years or more** have elapsed

Conviction/caution/bind over/warning	Penalty/sentence	Date issued

- Are your details held on any DBS barred children’s or adults’ list? **Yes / No**
- Are you disqualified from working with children? **Yes/ No**
- Are you subject to sanctions imposed by a regulatory body?
E.g. NCTL, HCPC **Yes / No**
- If yes, please give details below.

8. Additional Information

Are you currently volunteering in this or another school or academy?

Do you require an employment of children’s work permit? (Children 16 or under need such a permit until the last Friday of June of their school year 11)

Are you related to or closely acquainted with another employee or Governor at the school?

If yes please give name and position.

Yes	No

Please note:

- Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- Canvassing of councillors or school governors, directly or indirectly, will disqualify your application.
- The appointment is subject to satisfactory evidence of your medical fitness and the results of a ‘disclosure’ from the Disclosure and Barring Service, where applicable.
- The information you supply will be used by the school for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the

information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.

- Data protection statement – Data Protection Act 1998 and 2003. The school has a duty to protect personal information. The school will process this information in accordance with the Data Protection Act 1998 and 2003. This information will be stored on computer and manual files.
- Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted.
- Completion and submission of this form is taken as consent to process the information that you have provided.

Please sign and date here to confirm that the information given on this form is accurate.

Signature _____ **Date** _____