



Primary School & Nursery

Volunteer Application Form

Confidential

We appreciate that an application form for volunteering may seem a little daunting! However, please be assured that this is part of our safer recruitment process whereby we must treat the safeguarding of our children as the ultimate priority. If you have any questions at all about volunteering at Offley Endowed Primary School, please do not hesitate to get in touch with a member of school staff. Contact details are provided on our school website: www.offley.herts.sch.uk

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:	Paul Edwards (Headteacher) Offley Endowed Primary School & Nursery School Lane Offley Herts SG5 3AT OR email admin@offley.herts.sch.uk			Ref. No. (<i>Office Use Only</i>)			
				Connection			
				Application			
				References		1)	2)
				DBS			

Personal Details:

Title		First Name(s)				
Surname					Date of Birth ¹	
If you have previously been known by another name, please specify:						
Address						
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.					
	Daytime Contact Number:					
	Evening Contact Number:					
	Mobile Number (if different):					

¹ The school complies with the Equality Act 2010 and does not discriminate against applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006)

	Email Address:	
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Statement of Application:

You are invited to provide a brief explanation of why you would like to volunteer at Offley Endowed Primary School. Further information in support of your application. Please make full use of this section and expand this section/given space if necessary. We would be grateful if you could make reference to:

- The reasons why you would like to volunteer in school;
- The personal qualities and experience that you feel are relevant to supporting our school/pupils
- Key responsibilities and achievements which are relevant to supporting our school/pupils;
- Details of any relevant interests or activities.

Referees:

- References may be sought to confirm who you are and your suitability for this voluntary role. This can be on a personal (except for family) or a professional level. **It is our policy to obtain references prior to beginning your role as a volunteer. If you would prefer us **NOT** to make contact with your referees before speaking with you, please tick this box.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred and including those regarded as 'spent', as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Please answer the following questions:

Please answer YES or NO below:

Have you ever received a conviction, caution or bind-over and/or are you the subject of a current police investigation or have criminal proceedings pending against you?	
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Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?	
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Have you been barred from taking part in the management of any independent school (including academies and free schools) under the terms of a direction made by the Secretary of State for Education? (Section 128 Check)	
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It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Declaration of Relationships:

Please answer YES or NO below:

Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?	
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If yes, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of volunteering opportunities being obtained, may result in disciplinary action being taken, up to and including termination of volunteering within school. It could also result in a referral to the police. I understand that my application form will be retained within the school's volunteering files until I inform the school that I no longer wish to continue

volunteering. I give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only successful applicants will be contacted.

Equality Monitoring Form

The School aims to select staff and volunteers on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you.

Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background (specify if you wish):	<input type="checkbox"/>
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background (specify if you wish):	<input type="checkbox"/>

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	<input type="checkbox"/>
Any other ethnic background (specify if you wish):	<input type="checkbox"/>
Mixed:	
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
Any other Mixed background (specify if you wish):	<input type="checkbox"/>

White:			
British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other White background (specify if you wish):	<input type="checkbox"/>

Ref No. (For Office Use Only)