



Job Application for Volunteer or Placement

Please read the declaration below for applicants before completing this form. All sections must be completed using black ink or type. Your application will be considered only if you complete all the relevant sections of this form. If you need more space please attach a separate sheet(s).

DECLARATION

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of a placement or volunteer position will be made on this basis. I understand that trying to influence, employees, or Heads/Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, the placement/volunteer post for which I am applying will have access to children and as such it is a designated job within the meaning of Criminal Records Bureau (DBS) legislation, I agree to being checked by the DBS to disclose any criminal record.

| | |
|---|--|
| Please clearly indicate which of below applies to You please not you | |
| CANNOT APPLY FOR BOTH | |
| Volunteer Position: | |
| Student Placement Post: | |

PERSONAL (please complete in BLOCK CAPITALS)

Title: Surname/Family Name:

Please give any previous names (including surnames) by which you have been known:

First Name: Middle Name(s):

Address:

..... Postcode:

Telephone (Daytime): (Evening): (Mobile):

May we contact you at work? Yes No Email address:

Please tick this box to confirm you are happy for us to communicate with you using this email address:

If not, please provide an alternative email address:

.....

CURRENT OR LAST EMPLOYER (Volunteers only) We will contact them for a reference

If you are applying for this job with no previous experience, please put 'N/A' in this part of the application form.

| | | |
|---|-----------------------|---------------------------|
| Employer's Name: | Job Title: | |
| Address: | | |
| | | |
| Postcode: | Date Appointed: | Salary: |
| Notice Period: | Date Left: | Reason for Leaving: |
| Brief description of duties and responsibilities: | | |
| | | |

CAREER HISTORY – Please account for any gaps in employment, training or education date

EMPLOYMENT (volunteers only) – If you are applying for a post with no previous experience, please put 'N/A' in this part of the application form.

| Name and address of employer(s) (Show latest employment first) | Position held and brief description of duties | Dates | | Reason for leaving |
|--|---|-------|----|--------------------|
| | | From | To | |
| | | | | |

EDUCATION

| Place you studied at | Dates | | Qualification/Subject | Level | Grade | Date achieved |
|----------------------|-------|----|-----------------------|-------|-------|---------------|
| | From | To | | | | |
| | | | | | | |

HIGHER EDUCATION

| Place you studied at | Dates | | Qualification/Subject | Level | Grade | Date achieved |
|----------------------|-------|----|-----------------------|-------|-------|---------------|
| | From | To | | | | |
| | | | | | | |

SKILLS, KNOWLEDGE AND EXPERIENCE

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment. Please continue on a separate sheet if necessary.

It is important to complete this section. Simply referring to a curriculum vitae is not acceptable.

Other Information

As part of the placement /volunteer process you will be required to provide evidence of your eligibility to work in the UK:

Are you eligible to work in the UK? Yes No

What days would suit you to attend school Please circle
Monday Tuesday Wednesday Thursday Friday Any Comment.....

REFERENCES (all applicants must provide)

Please provide a reference, which should be from your present or most recent Employer or College/University. Any post in our academy requires a DBS disclosure **we will take up this reference before we interview you**. If you do not provide full contact details, including contact telephone numbers, for your referee, this may delay the appointment process. If you have not worked previously, please name someone as a referee who has known you for at least three years **but is not a relative**.

| | | |
|----------------------------|------------------|------------|
| Reference 1: | | |
| Name: | Job Title: | |
| Organisation: | | |
| Address: | | |
| | | |
| Postcode: | | |
| Email: | Telephone: | Fax: |
| Relationship to you: | | |

| |
|---|
| Data Protection Statement: |
| The information you give on this form will be stored securely by the academy and will only be used for HR purposes in association with the post you are applying for . <input type="checkbox"/> |

| | |
|--|--------------------|
| By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of placement will be made on this basis. | |
| Signed: | Date: |

| | |
|--|--|
| Please return this application form to: By post to | alternatively by e-mail |
| Easterside Academy, Erith Grove, Easterside, Middlesbrough, TS4 3RG | Contact@eastersideacademy.co.uk |

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Rehabilitation Of Offenders ACT – Disclosure Of Previous Convictions

All posts at the academy are exempt from the Rehabilitation of Offenders Act 1974, so you **must tell us** about any convictions, cautions or final warnings you may have in the Convictions Section of this form, even if they are considered to be 'spent' under this Act.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not necessarily affect your chances for a post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when you committed the offence, and any other relevant factors, including the Council's Safeguarding and DBS policy and procedures.

Do you have any **unspent** convictions?

Yes No

If **YES**, please give the details of the offence, date of conviction, judgement/sentence and any other additional information in the section below.

DISCLOSURE OF PREVIOUS CONVICTIONS

Before completing this section please also understand that every offer of volunteer post or placement will be subject to a 'Disqualification by Association' form which you will need to complete upon offer of a post, this is in line with the academies safeguarding and DBS Policy.

| Details of Offence | Date of Conviction | Sentence/Judgement |
|--------------------|--------------------|--------------------|
| | | |

Additional Information

Important: This page should be detached from your application form and placed in a sealed envelope marked 'Private and Confidential' and 'For the attention of: Chair of Recruitment Panel'.

Name: (please print):

Sign:

Date: