



**CONFIDENTIAL** SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

# Volunteer / Work Experience Application Form

**ONLY USE THIS FORM FOR APPLICATIONS FOR VOLUNTARY WORK**

**Please complete this form in BLACK ink or Electronically & return to school via e-mail to:**

***This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. All successful volunteer applicants will be subject to an enhanced Disclosure Barring Service check***

<b>Title:</b>	<b>Last Name:</b>	<b>First Name:</b>
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Home Address:
Post code

<b>Contact telephone numbers:</b>
Home phone number:
Mobile Number:

**CRIMINAL CONVICTIONS (Please see Notes below)**

This post is exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.  
If you are invited for interview, a statement of these details should be sent to the school under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner with 'The School Business Manager' in the centre of the envelope and with the words 'Conviction Information' marked in the bottom left hand corner.

**References**  
Please give the names, addresses & correct **email addresses** of two referees. One should be your present employer or, if not employed, your last employer. **If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.**

Reference 1:
Title:                      Name:
Occupation:
Email:
Address:
Telephone Number:
Capacity in which known:

Reference 2:
Title:                      Name:
Occupation:
Email:
Address:
Telephone Number:
Capacity in which known:



- What skills and experience do you think that you could bring as a volunteer to school?
- Use the job description provided for the volunteer post and ask yourself why you interested in this position
- Ask yourself why you are interested in the position, how will it help you in the future?
- Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
- Applicants declaring a disability may submit more than two additional sheets and, therefore, who provide additional information in order that consideration may be given to reasonable adjustments

### **Knowledge / Skills & Experience**

## Additional Information

**Please note completion of this application form will not guarantee you a volunteering opportunity in school. We will consider your suitability from the information provided on your application form and from your referees. If we are unable to obtain satisfactory referees we will not be able to consider you. This process is in place to ensure we meet our priority of safeguarding our children and staff.**

If we are able to consider your application we will invite you in for an informal meeting to discuss your application and how we can support you.

Please note that on occasions we may not be able to support you because of other commitments in school as we cannot always accommodate every request received for volunteering.

**When do you want to start volunteering?** –remember to allow time for your application to be considered, references received and once we have met with you your DBS application to be processed and school to be notified of a satisfactory DBS check and ISA Barred List checks before you can start at school. DBS processing can take up to 6 weeks.

### Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the council's Recruitment and Selection process. Our lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared internally with teams that have a legitimate business need to access it, with school officers involved with the recruitment process, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. We will only share your information where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

Further information relating to how the council processes your personal data, including details of our Data Protection Officer, organisations with whom we may share your data, and your information rights, can be found on our website at <https://www.leeds.gov.uk/privacy-statement/privacy-notice> (paper copy available upon request from [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk))

### Declaration

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signature \_\_\_\_\_

Date \_\_\_\_\_