



**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***

**Title:**

**Last Name:**

**First Name:**

Home Address:

**Contact telephone numbers:**

Home phone number:

Mobile Number:

Post code

## Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## 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 confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature \_\_\_\_\_

Date \_\_\_\_\_