

**Court Fields School, Mantle Street, Wellington, TA21 8SW**

**VOLUNTEER APPLICATION FORM**

**APPLICANT’S PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Names** |  |
| **Title (select as appropriate)** | **Mr Mrs Miss Ms Other**  |
| **Maiden Name or Previous Names** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |
| **Address**  |  |
|  |  |
|  |  |
| **Email Address** |  |
| **Daytime Telephone Number** |  |
| **Mobile Telephone Number** |  |

**WHY ARE YOU APPLYING FOR VOLUNTARY WORK AT THE SCHOOL**

Please mention any skills or experience that you bring to the role and explain what you want to achieve from volunteering. Please also indicate your availability for volunteering.

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**REFERENCES**

Please provide two references, one employment reference and one character reference. Please let your referees know that we may contact them. If you are in, or have just completed full-time education, one referee should be from your school, college or university.

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| **Employment Referee** |  |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Relationship to you** |  |
| **Character Referee** |  |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Relationship to you** |  |

**SAFEGUARDING VULNERABLE GROUPS ACT 2006**

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| **Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated** | **Yes No**  |

If you have answered YES to the above question you must supply details on a separate sheet of paper place it in a sealed envelope marked confidential and attach it to your application form.

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| **I have attached details requested** | **Yes No**  |

***Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.***

**REHABILITATION OF OFFENDERS ACT 1974**

Please note that for any role in a school **you must declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered “spent” in other circumstances.

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| **Have you ever been convicted of a criminal offence** | **Yes No**  |
| **Are there any alleged offences outstanding against you** | **Yes No**  |

**If you have answered YES to either of the questions above, please give details below or if you prefer attach details in a sealed envelope marked ‘strictly confidential’.**

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**DECLARATION**

I declare that the information given on this application form is true and correct.

|  |  |
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| **Signed** |  |
| **Print Name** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **If form has been completed electronically please place an ‘x’ in this box to indicate your consent →** |  |

**Volunteers will also be subject to a satisfactory enhanced DBS clearance (formally CRB) and may be asked to attend a short informal interview.**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.**

Please send the completed application form and any additional information (no CRBs or certificates or unsolicited references please) via email to tmorcom@courtfields.net

 **Alternatively, post to Mrs T Morcom**

 **Cover Manager and HR Assistant**

 **Court Fields School**

 **Mantle Street**

 **Wellington**

 **Somerset**

**TA21 8SW**