



Nottinghamshire County Council

Woodborough Wood's Reading Volunteer Application Form

Volunteer Application Form – Confidential

Standard Volunteer application form for a role in a Nottinghamshire School

Please answer all questions accurately and sign the declaration at the end of the form

SCHOOL

What type of volunteering would you be able to offer us?

What days and times would you be able to commit to us and for how long?

1. PERSONAL DETAILS (please complete in block letters)

Surname:

Forenames:

Title by which you wish to be referred:
(Mr/Mrs/Miss/Ms/Other)

Date of Birth:

Address for Correspondence:

Permanent Address
(if different):

Postcode:

Postcode:

Home telephone no:

Mobile telephone
no:

National Insurance No:

Email address:

2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)

Name and address of organisation:

Postcode:

Nature of business:

Brief description of duties:

Hours/sessions worked per week:		Regulated Activity / Unregulated Activity	
Date appointed: Date leaving:		Supervised/Unsupervised Activity	
Reason for leaving or for seeking other employment:			

3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (If applicable)

(Starting with the most recent first).

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				From	To	

4. INFORMATION RELEVANT TO YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application.

5. DISCLOSURE OF CRIMINAL BACKGROUND

IMPORTANT AND CONFIDENTIAL

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** www.gov.uk/disclosure-barring-service-check

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

[insert school name] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

6. Other

If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.

7. DATA PROTECTION ACT 2018

The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

8. Declaration

The information provided is complete and true to the best of my knowledge and belief

Signed

Print Name

Date:

10. Contacting us

email

phone

Thank you for your interest in working as a volunteer at our school.

Please return the form addressed private and confidential to the Headteacher and we will be in touch shortly.