

School Volunteer Application

Please note - This is not an application for employment

Thank you for offering to work as a volunteer in school. Your time and expertise will help us to meet the needs of the children and aid us in providing the best quality of education possible.

As a volunteer you have rights and responsibilities.

You have the right to be:

- Treated with courtesy and respect
- Set tasks that are achievable and satisfactory
- Informed how your contribution aids the children and staff
- Given advice and support from staff.

You are responsible:

- For ensuring your own and the children's safety
- To carry out the tasks agreed to the best of your ability
- To seek advice and support where necessary
- To treat as confidential any information, views or opinions acquired whilst in school
- To liaise with staff, keeping them informed of any problem
- To follow the school's safeguarding policy and procedures.

The work of volunteers in school is very rewarding. We hope that as a volunteer you will enjoy your time in school.

You may have particular skills or expertise that can be put to use by the school. Please mention any training, hobbies or interest you have that you would be willing to share with the school.

Thank you very much for volunteering your time,

Suzie Pinn
Head of School

1. PERSONAL DETAILS

First name/s:	Last name:
Address:	Date of birth:
	Contact telephone number:
	Daytime:
Postcode	Evening:
Email address:	Mobile:

2. EMPLOYMENT HISTORY - Present or most recent employment

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

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3. YOUR ROLE AS A VOLUNTEER

Please use this space to talk about how you would like to help at the school (eg. hearing children read).

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

4. AVAILABILITY

Days:

Hours per day:

5. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as 'spent'. If there are none please write 'none':

6. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

7. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act.

Signature:

Date:

DATA PROTECTION ACT 1998. INFORMATION FROM THIS FORM MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE CHULMLEIGH ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY CHULMLEIGH ACADEMY TRUST. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT.

