

VOLUNTEER APPLICATION FORM

Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form. PLEASE COMPLETE USING BLACK INK OR TYPE

Post Applied for:

Please return to the Business Manager, Burchetts Green CE Infant School, Burchetts Green, Maidenhead, Berkshire, SL6 6QZ or alternatively email vderrett@bgis.org.uk

Personal Information

Surname:	Forenames:
Title: Mr/Mrs/Miss/Ms/Revd/Dr/Other	
Address:	
Postcode:	
Contact Details:	Home: Work (if convenient): Mobile: E-mail:
National Insurance number:	
DFE/GTC number:	

Previous Employment

Please summarise your most recent employment and/or educational history over the past 2 years, starting with the most recent.

Employer's name and address	From	To	Job title and summary of main duties	Reasons for leaving

Please use the space below to summarise your reasons for interest in the volunteer role and what attributes you could bring to it.

References

We shall require a reference from your employer or a personal friend. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference. It is our normal practice to request references.

1st Referee (employer) Name: <u>Mr / Mrs / Ms</u> Position: _____ Address: _____ E-mail: _____ In what capacity does the above know you?	2nd Referee (personal) Name: <u>Mr / Mrs / Ms</u> Position: _____ Address: _____ E-mail: _____ In what capacity does the above know you?
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Criminal Convictions - Rehabilitation of Offenders Act 1974

The Oxford Diocesan Schools Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Oxford Diocesan Schools Trust abides by the Disclosure & Barring Service Code of Practice; a copy is available on request or visit www.gov.uk/government/organisations/disclosure-and-barring-service.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Oxford Diocesan Schools Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Please tick (✓) as appropriate:

I do **not** have any criminal offences held against me ☐

I **do** have criminal offences or prosecutions pending against me ☐

If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and enclose this with your application.

Signed:

Date:

Declaration

I agree that any offer of voluntary work with Oxford Diocesan Schools Trust is subject to satisfactory evidence of references. In accordance with the 1998 Data Protection Act, it is agreed that Oxford Diocesan Schools Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Oxford Diocesan Schools Trust is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be released following assignment if I have given any false or misleading information or have withheld any relevant details.

Signed:

Date: