



## CONFIDENTIAL VOLUNTEER APPLICATION FORM

*Veritas Educational Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
An enhanced DBS check is required for the successful applicant.*

Please ensure that you complete all sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any volunteering opportunities.

**Name of School:**

**1. Personal Details:**

<b>Title:</b>	<b>Surname:</b>
<b>Forename:</b>	<b>Previous surname (if applicable):</b>
<b>Address:</b>	
<b>Daytime Telephone:</b>	<b>Evening Telephone:</b>
<b>E-mail:</b>	<b>Mobile:</b>

Please note that all volunteers are treated equally regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

**2. In what capacity are you volunteering your service? Please mention any skills or experience you bring to the role and explain what you would like to achieve from volunteering and what the school will gain from you working with us.**

### 3. Background / Qualifications

Previous Experience	Qualifications (a minimum C grade in English and Maths is required)

### 4. Employment

Please provide a full history in date order, most recent first, since leaving secondary education/training, and include part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Title of Post	Organisation	Dates (month and year must be included)	Reason for leaving

*Please continue on a separate sheet if necessary]*

### 5. Overseas Check

Have you ever lived abroad continuously, resided or worked outside of the UK for more than 3 months since the age of 18? Yes/No (Delete as necessary)

Date from:	Date to:	Country

(It is the responsibility of the candidate to obtain and overseas check (a police check or a certificate of good conduct) from the relevant country/countries from the time specified in that location. If an individual has worked for another UK educational establishment after returning from overseas, Veritas Educational Trust will obtain confirmation from the previous employer that relevant checks have already been conducted. Any cost incurred will be the responsibility of the individual.)

**6. Working in a Church of England School**

We welcome, as teachers and other members of staff, people of many faiths and beliefs and none. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England.

Please use this space to indicate how you could contribute to the Christian ethos of Bishop Ramsey.	
If you are a practising member of a Christian Church, please give details below	
Denomination:	Address:
Place of Worship:	Diocese (if applicable):

**7. Please confirm when, on a weekly basis, when you would be available to volunteer**

	Monday	Tuesday	Wednesday	Thursday	Friday
Time from:					
Time to:					

If you are unable to commit to a specific time, please discuss with the appropriate members of staff.

**8. References**

Please give here details of two people who know you in a professional or personal capacity and who have agreed to their names being used.

First Referee	
Title and Name:	
Status/role:	
Address and post code:	
Telephone Number:	
E-mail address:	
Relationship to applicant:	
Second Referee	
Title and Name:	
Status/role:	
Address and post code:	
Telephone Number:	
E-mail address:	
Relationship to applicant:	

## 9. Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

<p><b><u>Convictions</u></b></p> <p>Applicants must answer the questions below. Failure to disclose such information could result in dismissal, disciplinary action or the withdrawal of an offer of employment. Any information will be treated confidentially.</p> <p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p> <p>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p> <p>Do you have any spent or unspent criminal convictions from overseas?</p> <p>Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceedings?</p> <p>(The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013-2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.)</p> <p><i>Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</i></p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
--	---

If you have answered 'yes' to any of the questions above and have been shortlisted for interview, you will be expected to provide details including the offence and the date in writing to [recruitment@bishopramsey.school](mailto:recruitment@bishopramsey.school) This will only be shared with those who need to see it as part of the recruitment process.

*It may be necessary for Veritas Educational Trust to conduct an enhanced DBS check and by signing this application form you are consenting to the Trust undertaking these checks.*

## SAFEGUARDING AND CHILD PROTECTION

The Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants should read the Safeguarding and Child Protection policy, which is available on the Trust/School's website, and are required to declare criminal convictions or cautions, or disciplinary proceedings related to young people.

## DATA PROTECTION

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the volunteering and training of volunteers. The information may be disclosed, as appropriate, to the governors, to the Department for Education, and to relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

## SUBMIT

I declare that the information I have given on this form and additions is correct.

I consent to the necessary enquiries and checks being undertaken by Veritas Educational Trust, in order to confirm that the information I have included in this application form is correct.

I understand that if I am successful in my application any information contained in this form, together with any obtained in relation to it, will be retained by the Trust during the course of my volunteering and for a reasonable time after this ends (pursuant to the Data Protection Act 1998).

I confirm that I have no objection to Veritas Educational Trust making an application to the Disclosure and Barring Service for information about any previous convictions, which I may or may not have on record and I confirm that I will sign the necessary application form giving an authority to make this search (pursuant to the Police Act 1997 as amended by the Protection of Children Act 1999).

I declare that I am not disqualified from working with children (pursuant to the Criminal Justice and Court Services Act 2000).

I can confirm that I am not subject to Disqualification under the Childcare Act 2006 and that I have not had a child placed under a care order, also that I have not had a childcare registration cancelled or refused (except for non-payment of fees).

## Declaration

**I accept the data protection terms above and declare that the information I have given on this form and additions is correct.**

Signed:

Date:

Please return completed Application and Monitoring Forms to [recruitment@bishopramsey.school](mailto:recruitment@bishopramsey.school)

**Unsigned applications will require to be signed prior to volunteering.**