



Volunteer Application Form

Please complete all sections of this form and return to the school office

Part A: Personal Details

Family Name/ Surname		Previous Name(s)	
Known Name: (If different from Forename)		Forename(s)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)		Preferred Contact Telephone Number	
Current Address (Please include Postcode)		Alternative Telephone Number	
Name & Contact Details of Next of Kin (Relationship to you, telephone number & email Address where possible)		Email Address-an email address is essential to process a DBS Application	
Date of Birth (See note* below)		Do you have any medical needs we need to be aware of/ e.g. epilepsy, allergies?	
*Date of birth need only be disclosed if the post involves working with children or vulnerable adults			

Part B: Present (or most recent) Employer

Name and Address of Current Employer	
Job Title	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving	
Are you involved in any other work, interests or hobbies, which could be perceived as in conflict with the work and safeguarding of children and young people? Yes ☐ No ☐ Prefer not to answer ☐ If yes, (or you are unsure) please provide details:	

Part C: Overseas History

Please indicate if you have spent i) a period of 3 months+ outside of the UK in the last 10 years or ii) resided overseas for a major proportion of your life

Location	Dates From/To (MM/YY)	Purpose of visit	Reason for Leaving

Part D: Availability

A: For how long are you able to offer your help to the School?

(e.g. approx. 3 months, for a trip only, Work Experience for X days/weeks only etc.) This is an estimate and not a commitment. If you able to provide dates, please do so below)

B: What dates have you been asked/are you able to volunteer from – to?

I have been given – or can provide a start date: Yes ☐ No ☐

If Yes, please provide start date:

I have been given – or can provide an end date: Yes ☐ No ☐

If Yes, please provide end date:

I can work open-endedly for the foreseeable future Yes ☐

What days and hours are you available to volunteer? Please state them below:

	Morning (from-to)	Afternoon (from-to)	Evening (from-to)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

C: I am only available /interested in volunteering at on one-off event or trip Yes ☐ No ☐

Date of Trip (if known)

D: Why do you want to work with children?

E. Please indicate what kind of work you are volunteering for....

e.g. listen to readers, display work, administration, crafts...

Part E: Personal Statement

Do you have any support needs that the School should be aware of?

Part F: Supplementary Information

Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.

Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':

Where a voluntary role highlights that the post requires a Disclosure Certificate*, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:

*The Police Act 1997 (Criminal Records) Regulations 2002 defines a Volunteer as 'a person who is engaged in an activity, which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses) doing something which aims to benefit some third party other than or in addition to a close relative'

Part G: References and Declarations

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. If you are applying for a post volunteering to work alongside children, your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

Name of first referee			
Job Title of Referee		Name of organisation	
Address (Including Postcode)		Professional email address if available	
Daytime telephone number		Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: / To: /		

Name of second referee			
Job Title of Referee		Name of organisation	
Address (Including Postcode)		Professional email address if available	
Daytime telephone number		Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: / To: /		

Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with Preston Primary Academy Trust, Governors or any Elected Member or Senior Officer of Somerset County Council?
 Yes ☐ No ☐

If yes, give name:		Position:		Relationship:	
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DATA PROTECTION ACT 1998

Information from this application may be processed for any purposes registered by Preston Primary Academy Trust under data protection legislation. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after six months. This information may be disclosed to Government Departments where there is a legal obligation to do so. All individuals have the right to access their own personal data held by the County Council.

Declaration

- I confirm that I am entitled to live and work in the United Kingdom
- I am willing for this data to be held and processed by Preston Primary Academy Trust and to be verified with relevant third parties. This may include previous employers.
- The information on this form is accurate. I understand that providing false information or the exclusion of relevant information for the purposes of safeguarding young people may lead to my application being disallowed or should I be appointed my Volunteer agreement being terminated and, where appropriate referred to the police.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school requires all volunteers working on a regular basis to complete an application form for an enhanced DBS form.

Signature:	Date:

Availability for Safeguarding Training

- To assist both candidates and the school, it would be helpful if you could please indicate below any dates/time you are unavailable for induction/training
- If you are flexible, please indicate your preferred times – mornings or afternoons and we will do our best to accommodate

Dates/times
I am **NOT** available for
induction/ training

I am flexible

Yes ☐ No ☐

Mornings/
Afternoons

May we take this opportunity of thanking you for your interest in Preston Primary Academy Trust

Office use only:

DBS ☐ (including identity check)

Overseas checks required ☐

Right to Work in the UK ☐

Child disqualification questionnaire completed ☐

Reference one verified ☐

Reference two verified ☐

Volunteer Induction:

Code of Conduct ☐

Staff and Volunteer Digital Technology Acceptable Use Policy ☐

Confidentiality Statement ☐

PPAT Annual Declaration (and supporting documents)