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**Volunteer Application Form**

**November 2021**

**Version Control**

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| **Category:** | Recruitment |
| **Authorised By:** | TLET HR Department |
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| **Version** | 1 |

**Guidance**

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* you have given us your consent;
* we must process it to comply with our legal obligations.

**Pre-volunteering and Disclosure and Barring Service checks**

Transforming Lives Educational Trust and its academies have a responsibility for, and are committed to, Safeguarding and promoting the welfare of children, and for ensuring that they are protected from harm. We are committed to Safeguarding and promoting the welfare of all those whom we serve, as well as complying with best practice in the application of Safeguarding. Therefore, if you are offered a job, the offer will be conditional on satisfactory pre-volunteering checks. These can include references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and, in some instances, taking a medical examination. In all cases an enhanced Disclosure and Barring Service (DBS) Disclosure check will be carried out.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975](https://www.legislation.gov.uk/uksi/1975/1023/contents/made) will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified. Any data processed as part of the DBS check will be processed in accordance with data protection regulations.

**Do you have a DBS certificate?** ☐ Yes ☐ No **Date of check:**

**Are you subscribed to the DBS Update Service?** ☐ Yes ☐ No

If you’ve lived or worked outside of the UK in the last five years, Transforming Lives Educational Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last five years?** ☐ Yes ☐ No

We will not ask for any criminal records information until we’ve received the results of a DBS check.

You may, if you wish, provide information in relation to any criminal convictions you may have had in the past that are not spent. This information should be provided in a sealed envelope marked with your full name and the post for which you are applying, and be submitted either with your application form or handed to a member of our HR or interviewing teams should you be invited for interview. This envelope will only be opened if you are selected for the post. If you are not selected for the post, the envelope will be returned to you, unopened. Alternatively, if applying via email, details should be provided by a password protected attachment – we will only request the password should you be selected for the post.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**Completing the Application Form**

Please complete all sections of this form using **black ink or type**.

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We do not accept Curriculum Vitae (CVs)/Resumes alone. We recommend that you retain a copy of your application form for reference. **Please note that applications will only be accepted if this form is completed in full.**

The main sections of the application form will ask for a variety of information relating to your personal, educational and employment history. This information allows your application to be fully assessed against the criteria and competencies associated with the role. When completing the application form you should provide your entire work history including a description of any gaps. In addition, you should outline all the skills, qualifications and awards you have, but you can be selective and only provide those you consider relevant to the job for which you are applying. The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Please submit this form either electronically or by post to the address given on the job advertisement. However, if you require assistance, or do not know where to send this form, please contact the academy to which you are applying. If posting this application, please ensure the correct postage is paid.

**Additional Information**

This section is where you have the opportunity to explain why you are suitable for the job for which you are applying. In order to give yourself the best opportunity of being shortlisted you should look at the criteria and competencies for the role (outlined in the Job Description and Person Specification) and give examples from your personal, educational or employment history that effectively demonstrate these. If you do not meet all of the essential criteria, it is very unlikely you will be invited to interview.

**Declaration of interests and relationships**

We ask all potential employees to inform us of any relationships to Trustees, Academy Improvement Management Board Partners (governors), employees and pupils. We do this to ensure that everyone is treated fairly and in order to ensure that there is no reason why offering a position would be unfair or create a conflict of interest.

**Confirming the outcome of an application**

We will contact you to inform you of the outcome of your application within two weeks of the application deadline. If you are successful, we will provide you with information regarding the next steps of the application process.

**Declaration**

I have read and understand the guidance for completing an application for the advertised post at Transforming Lives Educational Trust.

Signed:

Name:

Date:

**Volunteer Application Form**

We are pleased that you would like to volunteer at one of our academies. Please complete this form and return it to the main office of the academy at which you would like to volunteer.

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| **Your name:** |  | |
| **Your address:** |  | |
| **Your contract number:** |  | |
| **Your email address:** |  | |
| **Name of the academy at which you would like to volunteer:** |  | |
| **Are you related to, or have a personal/professional relationship with, a pupil, employee, AIM Board Partner or Trustee of the Transforming Lives Educational Trust or one of its academies?**  **If yes, please provide details, including their name, their position and your relationship to them.** |  | |
| **Why are you interested in volunteering at an academy/school?** |  | |
| **What experience do you have that would be useful in an academy/school?** |  | |
| **What would you like to achieve from volunteering?** |  | |
| **Please provide the name and contact details of two referees.**  **If you are currently employed, one referee should be your current employer.**  **If you are not currently employed, one referee should be your most recent employer.** | | |
| **Referee 1** | **Relationship to you, e.g. employer:** | **Name:**  **Address:**  **Tel No:**  **Email:** |
| **Referee 2** | **Relationship to you, e.g. employer:** | **Name:**  **Address:**  **Tel No:**  **Email:** |
| **Can we contact your referees without further permission from you?** | **Referee 1:**  **Yes No** | **Referee 2:**  **Yes No** |