

**Volunteers Application**

Name of Volunteer:

Position Volunteered for:

**Completing your Application Form**

* Please complete the Application Form in full. It is an essential part of our selection process, and the information you give will help us to select candidates for interview.
* Ensure you study the Job Description and the Person Specification for this position.
* Please include a Letter of Application, on no more than two sides of A4 paper, stating your personal qualities and experience that you believe are relevant to your suitability to volunteering, and your reason for applying for voluntary work with Godolphin School.
* You are welcome to include any other detail that you feel is relevant to your application.
* We do not accept submission of CVs.
* References will be obtained prior to interview unless specifically requested not to do so.
* Please return to the address shown below or by email. All applications received by Godolphin School are handled in accordance with the requirements of the General Data Protection Regulation 2018.

Email: [hr@godolphin.org](mailto:hr@godolphin.org)

Post: HR Department, Godolphin School

Milford Hill, Salisbury, Wiltshire, SP1 2RA

*Godolphin School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An ‘online search’ will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children’s Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.*

1. **Personal information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | Forenames: | |
| Current address:    Postcode: | | Tel No (Home): |  |
| Tel No (Work): |  |
| Mobile No: |  |
| Email: |  |
| Nat. Insurance No: |  |
| Previous Surname: | |  |  |
| DfES No.: | | Do you have Qualified Teacher Status?  **YES / NO** | |

Are you related to a Governor or employee of Godolphin School? **YES / NO**

If yes, please provide:

Name: ………..………………………………………….……. Relationship: …………..…………….…………………………….

Are you a parent or carer of a child in Godolphin? **YES / NO**

1. **Previous employment**

Please provide a **full** history of employment and explain gaps between employments or between finishing training and first employment (see section 4). **Continue on a separate sheet if necessary.**

**CURRENT/LAST EMPLOYER:**

|  |  |  |
| --- | --- | --- |
| Organisation Name: | | |
| Line Managers Name: | | Line Managers Email: |
| Address  Postcode | Position held: | |
| Starting date: | |
| Leaving date: | |
|  | |
| Responsibilities: | | |
| Reasons for leaving or seeking alternative employment: | | |
|  | | Permission to obtain reference:  **YES / NO** |

**PREVIOUS EMPLOYMENT:**

Please indicate in the last column your consent for additional references to be taken up.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s **Name,** **Address** (Most recent first) and **Contact Email for references** | Job Title & brief description of duties | Date  From/to  MM/YYYY | Reason for leaving | Refs |
| Name/Address: |  |  |  | Yes/No |
| Email: |
| Name/Address: |  |  |  | Yes/No |
| Email: |
| Name/Address: |  |  |  | Yes/No |
| Email: |

1. **Periods when not employed**

Please give details of unemployed periods and the reasons for them.

|  |  |  |
| --- | --- | --- |
| Start date MM/YYYY | Finish date MM/YYYY | Reason |
|  |  |  |

1. **Education, qualifications and Hobbies/interests:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last school attended | Dates  MM/YYYY MM/YYYY | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |
| Further education | Dates  MM/YYYY MM/YYYY | | Achievements and Awarding Body | Grade |
|  |  |  |  |  |

|  |
| --- |
| Hobbies and Interests: |

1. **Additional information**

Please tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** **No** | | | |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.    The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 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.  Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  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?  If you have answered **yes**, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |  |  |  |
| Do you have a current driving licence? |  |  |  |
| Do you have any driving licence endorsements? |  |  |  |
| If yes, please specify  Godolphin policies and procedures on Safeguarding Children (Child Protection), and Recruitment, Selection and Disclosure can be found on our School website. | | | |
|  | | | |

1. **Medical**

Successful candidates will be asked to provide a pre-employment self-declaration of fitness for the post.

Godolphin School operates a non-smoking policy.

**7.** **Declarations**

I confirm that this information is, to the best of my knowledge, true and complete. Any false statement will result in rejection as a candidate or dismissal if volunteering has started and possible referral to the police.

\* I have not been disqualified from work with children (Disqualification from Childcare) or vulnerable adults or subject to sanctions imposed by a regulatory body e.g., GTC. I understand that it is an offence to apply for a role in regulated activity with children if I have been barred from engaging in regulated activity relevant to children.

\* I have no declarable convictions, cautions, or bind overs **OR** I attach details of my record, as above.

\* I understand that if successful I may be subject to enhanced clearance through the Disclosure and Barring Service.

\* I understand that Godolphin School is authorised to obtain references on short-listed candidates and may approach current/previous employers for information/verification before interview, and that an ‘online search’ will be conducted on short-listed candidates.

\* I understand that my current employer will be asked about disciplinary offences relating to children, including any where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing); also, whether I have been the subject of any child protection concerns and the outcome of any enquiry/disciplinary procedure.

\*I understand that providing false information is an offence, and could result in my application being rejected, or in summary dismissal if I have been selected; also in possible referral to the police.

\* I agree that the organisation may use the information contained on this form for the purpose of processing my application and for any other legitimate purpose of the business. I release the School and my referees from any liability caused by giving and receiving information.

\* Any offer of placement is subject to receipt of satisfactory references, medical assessment and relevant Disclosure and Barring Service checks where applicable. Godolphin Schoolreserves the right to recover from any applicant/volunteer any costs incurred as the result of the employment of someone who has submitted an application form (or other evidence of experience, etc.) containing false claims.

Signed ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy statement** – please tick the box below if you give permission:

* I give permission for the School to keep my application form and any other papers on file for the 12-month period defined in our recruitment policy if this application is unsuccessful, as per our Recruitment Policy.  If I do not give such consent by leaving this box blank (which is my right under GDPR) my application will be destroyed at the end of the appointment process.

**For office use only**