



## VOLUNTEER APPLICATION FORM

*GFM Education pursues a policy of equality of opportunity*

We do not accept CVs. Your application may be returned if **all** sections of the application are not filled in. Attachments are not to be used as an alternative to leaving a box blank. This may result in your application being deemed unsuitable and will not be considered further.

### Personal Details

Surname  First Names

Title  Any previous Surnames

Address

E-mail

Mobile / Tele No.

NI Number

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Accompanying school visits
- Running or assisting with an after school club
- Social activities such as running a disco
- Helping in the Community Garden

### Which volunteer roles are you interested in?

Please tell us about any work, volunteering, personal experience or skills that you have that you feel are relevant to your application

**Availability** - At what times are you interested in volunteering – please tick as many as you like

	Mon	Tue	Wed	Thurs	Fri
Morning					
Afternoon					
Evening					

**Do you have any particular needs that we should be aware of so as to best support your volunteering with us?**

**Canvassing**

Please list any personal relationships that exist between you and any of the following members of the Trusts community. If you have a relationship with a GFM Board Trustee or employee, this does not necessarily prevent them from acting as a referee for you.

Staff  Pupil  GFM Board / Trustee  Local Governor  Other

Name	Relationship

**References** - please ensure referees know this reference is being requested and have given consent

Please give details of two people who can provide information that will confirm your suitability as a Volunteer. If you are currently or have previously been employed or engaged in volunteering in an education setting, please ensure this organisation is included as one of your referees. Please ensure your referee has consented to you providing them as a contact and that information provided is the most up to date (ie telephone and email addresses). By signing this application you agree to us taking up references.

**Our preference is to request references by email – please provide an email address where possible**

**Reference 1**

Salutation		Name		
Capacity in which known to you				
Organisation				
Work Email			Work tele	
Personal Email			Mobile	

**Reference 2**

Salutation		Name		
Capacity in which known to you				
Organisation				
Work Email			Work tele	
Personal Email			Mobile	

## Disclosure and Barring and Recruitment Checks

- The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- For posts in regulated activity, the DBS check will include a barred list check.
- The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- If you are applying to work in a Junior School, we will 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 job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.
- We will not ask for any criminal records information until we've received the results of a DBS check.
- Any convictions listed on a DBS check will be considered on a case-by-case basis and any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.
- Criminal record certificates will only be issued directly to the applicant. The Trust may request that you show us your certificate. We will record the Disclosure number and issue date and retain this on your personnel record and computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The Trust will abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

### Do you have a DBS certificate?

Yes - Date of check: \_\_\_\_\_

No

If you've lived or worked outside of the UK in the last 5 years, depending on the volunteer role, the trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned.

**Have you lived or worked outside of the UK in the last 5 years?:**  Yes  No

Date of Birth (dd/mm/yy) \_\_\_\_\_

*We require your date of birth only in relation to our safeguarding processes. It will not be used for any other purpose in relation to your application*

## Right to work in the UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

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## Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

I hereby confirm that the information I have given above is true. I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Privacy notice

The Trust collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the Trust to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Trust's privacy notice and data protection policy.

You can contact the Trust's Data Protection Officer if you have a concern about the way we collect or use your data.

## Equal Opportunities Monitoring

We would be grateful if you would complete the following in order for us to monitor equalities information and ensure that we are treating all candidates fairly and appropriately. This information will be treated confidentially and will not be used in any part of the selection process.

Name (please print clearly)

Position applied for

Please tick the following as appropriate

Gender:

Male

Female

Nationality:

British

Irish

Other EU country

Other Non EU country

**Ethnicity** - please indicate your ethnic origin:

**A White**

  
  
  

English / Welsh / Scottish / Northern Irish / British {WBRI}

Irish {WIRI}

Other White background {WOTH}\*

Gypsy/Irish Traveller

**B Mixed**

  
  
  

White & Black Caribbean {MWBC}

White & Black African {MWBA}

White & Asian {MWAS}

Other Mixed / Multiple Ethnic background {MOTH}\*

**C Asian & Asian British**

  
  
  
  

Indian {AIND}

Pakistani {APKN}

Bangladeshi {ABAN}

Other Asian background {AOTH}\*

Chinese {CHNE}

**D Black & Black British**

  
  

Caribbean {BCRB}

African {BAFR}

Other Black background {BOTH}\*

**E Arab or any other ethnic group**

  

Arab

Any other ethnic group {OOTH}\*

I do not wish to disclose my ethnic origin {REFU}

\* Please indicate any other ethnic background:

**Sexual Orientation** - please indicate your sexual orientation:

  
  

Heterosexual

Gay

I do not wish to disclose my sexual orientation

  

Transsexual

Lesbian

  

Bisexual

Other

**Disability**

Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities. Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process and during employment.

Do you consider yourself to have a disability?

Yes

No

I do not wish to disclose my disability data

The above information will not be shared with the selection panel prior to interview