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| --- | --- | --- |
|  | **FOR OFFICE USE ONLY** |  |
| Date Form Received: | Volunteer’s Interview & Tour Date: | Volunteer Start Date: |
| DBS Application Made: | DBS Certificate Received By: | DBS Number: |
| Right To Remain: | Prohibition List: |  |

**Volunteer Application Form**

Please complete this form in BLOCK CAPITALS

Name of Volunteer:

Date of Birth:

Other names known by (including maiden names):

Address:

Phone Number:

Email Address:

Do you have any children who attend Alperton Community School: Yes / No

If yes, what are their names?

Availability (please tick as appropriate)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mon AM** |  | **Tues AM** |  | **Weds AM** |  | **Thurs AM** |  | **Fri AM** |  |
| **Mon PM** |  | **Tues PM** |  | **Weds PM** |  | **Thurs PM** |  | **Fri PM** |  |
| **Flexible** |  | **Start Date** |  | | **End Date** | |  | | |

**Why would you like to volunteer at Alperton Community School?**

**Are there any particular skills/areas of interest you would be able to offer?**

**Are there any particular age groups/ areas within school where you would like to work?**

**Are you applying or studying for a course at present? If so, please give details.**

**Education and Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, type and location of Institute** | **Dates** | | **Main Subject / Course Title** | **Qualification / Grade Achieved** |
| **From** | **To** |
|  |  |  |  |  |
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**Employment History**

Please note that under Keeping Children Safe in Education 2016 we reserve the right to contact any of your previous employers for a reference. We will also seek details of any performance, conduct and disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including anywhere the disciplinary sanction has expired.

Please ensure all periods of time are accounted for and any gaps in employment since leaving education are evidenced. Please include any volunteering roles.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and full address of employer**  **(Including email address and telephone no.)** | **Dates of employment** | | **Position** | **Reason for leaving** |
| **From** | **To** |
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If you have been self‐employed, please provide statements or evidence from your clients/accountant or solicitor. Previous employment (most recent employment first)

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| --- | --- |
| **REFERENCES**  Please give the names of two referees who have known you for at least six months. They must know you well enough to comment on your suitability, but they must not be related to you. | |
| **Referee 1:**  **Address:**  **Telephone number:**  **Email address:** | **Referee 2:**  **Address:**  **Telephone number:**  **Email address:** |

|  |  |
| --- | --- |
| **LANGUAGE SKILLS** | |
|  | |
| Which languages other than English do you speak or write?  Please tick if fluent. | |
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|  |  |
| If you use sign language, please indicate BSL level. | |
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| **CRIMINAL CONVICTIONS** |
| By law, spent convictions must be disclosed. Would you please give details of any criminal convictions (not including minor traffic offences). If you have no convictions please write ‘NONE’. |
|  |

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| **DECLARATION** | | |
| I declare that the information I have given is correct to the best of my knowledge and that I have received a copy of the Volunteer Guidelines. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have understood and complied with the provisions concerning the disclosure or criminal convictions.  Failure to disclose information or providing deliberate false information to support your application will render you liable to termination of your placement with the school immediately. | | |
| **Name:** | | |
| **Signature:** | **Date:** |  |
| If you are under the age of 18 years, you will require parental/guardian consent. | | |

Please return this to [hr@alperton.brent.sch.uk.](mailto:hr@alperton.brent.sch.uk) Your offer of help is greatly appreciated. We will be in touch shortly.