

Windmill School Volunteer Application Form

This form should be completed fully and clearly as possible, (please note we do not require a CV for any application at Windmill School). Please complete electronically and email back to school, alternatively complete in black ink and return to the school office.

Surname:	Forename:
Title:	Previous Name(s):
Address:	
email:	
Contact telephone numbers	
Mobile:	Landline:
Do you have any relationship (personal/business/financial) with any Nene Education Trust staff or Governor that may conflict with duties of the volunteer post for which you are applying? Yes / No	
If yes please provide details:	
Present or Most Recent Employer:	
Name & Address of Employer:	Nature of Business:
State briefly your main duties and responsibilities and your position within the organisation. If you are no longer employed in this post, please state reason for leaving:	

Summary of Previous Employment or Work Experience				
Period of Employment	Name of Employer	Address	Post Held	Reason for leaving

Education & Training, Qualifications Obtained Educational & Professional			
Name of School/Academy/University	Dates attended	Subject/Qualification Level	Grade

Skills, Knowledge and Experience
Please support your application by describing the particular skills, knowledge or experience you can bring as a volunteer to the Trust, gained either through work, education, community or home/leisure activities.

Your availability –		Please indicate hours and preferred session e.g., 2 hours AM session.
Monday	Yes/No	
Tuesday	Yes/No	
Wednesday	Yes/No	
Thursday	Yes/No	
Friday	Yes/No	
Weekend workshops	Yes/No	Dates and times TBC - likely to be a morning session either on Saturday or Sunday

We are committed to Safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment.

Please note that where appropriate, potential volunteers will be required to undertake further checks, including references, identity check and Disclosure and Barring Service Check.

References – First Referee	
Title and Name:	
Address:	Postcode:
Telephone Number:	
Email:	
Job Title:	
Relationship to applicant:	
I consent to this reference being requested before our interview meeting: Yes/No	

References – Second Referee	
Title and Name:	
Address:	Postcode:
Telephone Number:	
Email:	
Job Title:	
Relationship to applicant:	
I consent to this reference being requested before our interview meeting: Yes/No	

Reference Declaration

In compliance with the General Data Protection GDPR we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum

- The referee's relationship with the candidate
- Performance history
- All disciplinary action where penalty is 'time expired' and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry.
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee

By signing below, I consent to my named referees being contacted in accordance with the above.

Signed:	Print:
Date:	

Compulsory declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs.

This post is exempt from the rehabilitation of offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as 'spent' and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

Please use the space below to give details of any convictions, cautions and bind-overs including those regarded as 'spent'. If there are none please write 'none'.

I declare that the information given on this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Academy under the Data Protection Act.

Signed:

Date: