



Application Form - Volunteer

Please complete in black ink or type. If you are hand writing your application, please ensure that your writing is legible and attach additional sheets if necessary.

As this employment involves working with children and young people, it is important that all of the requested information is provided, including any gaps in employment / study. It is illegal for a person to apply for the role if they are included on the children's barred list.

You must have the legal right to undertake voluntary work. Further information can be found in Home Office guidance.

<p>FOR OFFICE USE: Invited for interview? YES / NO Offered post? YES / NO</p>

<p>Confidential The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes.</p>
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Section A - Personal Details			
First Names:		Surname:	
Address, inc. postcode:		Phone number(s):	
		Email address:	

Section B - Current or most recent employment			
Job Title:		Name of employer:	
Salary:		Address of employer:	
Date started:			
Date of leaving: <i>(if applicable)</i>		Reason for leaving: <i>(if applicable)</i>	
Notice period (current job) or date available for work			
Main duties / responsibilities:			

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Section C - References

Please provide two professional referees (who are not friends or relatives), who must be from different organisations. The first referee must be your current or most recent employer, or your school / college (headteacher or Tutor) if not working. If you are not currently working with children but have done so in the past, the second referee should be the employer where you most recently worked with children.

When will referees be contacted?

- We will usually contact referees prior to interview. If you have any concerns about us contacting your current employer, please indicate below.
- As this post involves working with children, young people or vulnerable adults, if you are offered employment with us, any number of your previous employers may be contacted without seeking further permission from you as part of the vetting process.

Name & Address	Occupation	Years Known	Contact details (phone / email)
Able to contact prior to interview? Y/N			
Able to contact prior to interview? Y/N			

Section D - Previous employment

Please list all previous employment since leaving school in date order, starting with the most recent. This can include paid or unpaid work. Add extra rows if necessary

Dates (mm/yyyy)		Name & town of employer	Position held	Reason for leaving
From	To			

Please explain any gaps in your employment or education history from the age of 16.

Section E - Education, Qualifications & Training relevant to the position			
Dates (mm/yyyy)		School / College / University / Training Establishment	Qualification obtained (if applicable) or name of training course
From	To		

Section F - Skills, Experience and Knowledge
 This is your opportunity to tell us about yourself and why you are applying for the role of Volunteer with Co-op Academies Trust. Tell us about any experience, skills/knowledge or training (gained via *work, education, home or voluntary activities*) that shows why you would be a suitable candidate, and any other information in support of your application. You must not exceed 1500 words.

Example questions:

- What experience do you have which will help you to work well with young people?
- Tell us about your ability to work with numbers.

- Give us an example of when you have worked constructively as part of a team.
- Give us an example of when you have shown careful / good attention to detail

Section G - Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be required to apply for an enhanced DBS certificate. As this post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or at <https://unlock.org.uk/advice/filtering-cautions-convictions/>

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will

be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Further information is contained in Co-op Academies Trust's policy statement on the recruitment of ex-offenders, which is available on request.

Declaration – please read carefully

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to (a) satisfactory references, (b) satisfactory DBS certificate and check of the Barred List, (c) online checks, (d) the entries on this form proving to be complete and accurate, (e) confirmation of right to work in the UK, (f) satisfactory medical report, if appropriate, and any other relevant pre-employment checks.

I declare that the information I have given on these forms is complete and accurate and that I am not banned or disqualified from working with children nor subject to any cautions, sanctions or conditions on my employment imposed by the Secretary of State or a regulatory body.

For the purposes of the Data Protection Act (2018) (which includes the rules set out in the General Data Protection Regulation), I consent to the information contained in this form, and any information received by or on behalf of Co-op Academies Trust relating to the subject matter of these forms, being processed by them in administering and monitoring the recruitment & selection process. I also consent, should my application be successful, to relevant information from within these forms being passed to a third party provider utilised by Co-op Academies Trust for the purposes of Disclosure and Barring Service (DBS) checking.

Should the referees that I have provided require evidence of my consent for them to act as my referee I consent to Co-op Academies Trust providing a copy of this declaration section to them and a copy of their details supplied in the references section.

I understand that the details provided by me on these forms are confidential, but will become part of my personnel record if I am the successful candidate. If my application is unsuccessful this information will not be retained or processed for any other purposes, and once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:	
Print Name:	
Date:	

In completing this signature section on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete.