



Volunteer Information Sheet

Ottery St Mary Primary School is committed to safeguarding and promoting the welfare of children and expects all volunteers to share this commitment. As part of our commitment, we need to ensure that all potential volunteers satisfy our volunteer checks. Please note that we will be required to undertake further checks, including references and a Disclosure from the DBS.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

1. PERSONAL DETAILS	
First name/s:	Last name:
Previous names you have been known by:	
Address:	Contact telephone numbers:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:
Date of Birth:	National Insurance Number:

2. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates From – to (month & year)	Reason for leaving

Please give details and an explanation of any gaps in your employment history:

3. WHY ARE YOU APPLYING FOR VOLUNTARY WORK AT THE SCHOOL?

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

WHAT ACTIVITIES / AREAS OF THE SCHOOL'S WORK WOULD YOU LIKE TO HELP WITH?

ARE THERE ANY PARTICULAR AGE GROUPS / CLASSES THAT YOU WOULD LIKE TO WORK WITH?

DO YOU HAVE ANY DISABILITIES OR OTHER NEEDS WE NEED TO TAKE INTO ACCOUNT, OR ADJUSTMENTS WE NEED TO MAKE TO ENABLE YOU TO WORK AS A VOLUNTEER IN SCHOOL? (PLEASE GIVE DETAILS).

4. GENERAL AVAILABILITY (taking into account any other commitments)					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

5. REFERENCES

Please give details of two referees, one of whom should be your current or most recent employer. Please let your referees know that we may contact them. **If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.** Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

6. SAFEGUARDING VULNERABLE GROUP ACT 2006
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Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes / No
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details requested	Yes / No
Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.	

7. REHABILITATION OF OFFENDERS ACT 1974
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Please note that for any role in a school you must declare any convictions (including bind over and cautions) regardless of whether or not they would be considered "spent" in other circumstances.	
Have you ever been convicted of a criminal offence?	Yes / No
Are there any alleged offences outstanding against you?	Yes / No
If you have answered YES to either of the questions above, please give details in a sealed envelope marked 'strictly confidential'.	

I declare that the information given in this form is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Ottery St Mary Primary School under the Data Protection Act.

Signature: _____

Date: _____

Print name: _____

Thank you for taking the time to complete this Volunteer Application Form. Please hand it to the School Office, marked for the attention of the Head Teacher.

Your offer of help is greatly appreciated and we will be in touch as soon as possible.