

HIGHFIELDS PRIMARY SCHOOL **Volunteer Application Form**

**Appendix 1: Volunteer Application Form**

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

| **Data protection notice** |
| --- |
| Throughout this form, we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You’ve given us your consent * We must process it to comply with our legal obligations * You’ll find more information on how we use your personal data in our privacy notice for volunteers. |

| **Personal details** | |
| --- | --- |
| **Name:** |  |
| **Home address:** |  |
| **Date of birth:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

| **Disclosure and Barring Service (DBS) information** | |
| --- | --- |
| Highfields Primary School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The enhanced 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.  Volunteers working in regulated activity will also require a barred list check.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Attenborough Learning Trusts’ privacy notice. | |
| Have you lived abroad anytime in the last 5 years? Yes / No  If yes, please give details: | |
| **Do you have a DBS check? (Please circle)** | Yes/No |
| **If yes, what type of check do you have? (Please circle)** | Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information |
| **Date of check:** |  |
| **Certificate number:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Availability** | | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |  |  |  |  |  |
| **PM** |  |  |  |  |  |
| **Before school** |  |  |  |  |  |
| **After school** |  |  |  |  |  |
| **Lunchtimes** |  |  |  |  |  |
| **How many hours per week/month can you volunteer?** | | |  | | |
| **Can you commit to at least 1 term?** | | |  | | |
| **Experience and qualifications** | | | | | |
| **Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.** | | | | | |
|  | | | | | |
| **Why would you like to volunteer at Highfields Primary School?** | | | | | |
|  | | | | | |
| **Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)** | | | | | |
|  | | | | | |
| **Do you have any relevant qualifications?** | | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| **Preferences** | |
| What age group/Key Stage would you prefer to work with? |  |
| Would you prefer to work 1-to-1 or with a small group? |  |

| **References** | |
| --- | --- |
| **Your placement as a volunteer is subject to satisfactory references. Please give the details of 2 referees (not friends or relatives) who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).** | |
| **Name:** | **Name:** |
| **Relationship to you:** | **Relationship to you:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
| **Email address:** | **Email address:** |

| **Disability and accessibility** |
| --- |
| Highfields Primary School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require: |

|  |  |
| --- | --- |
| **Volunteer Name:**  **(Please print)** |  |
| **Volunteer signature:** |  |
| **Date:** |  |

Please email the completed form to [office@highfields-pri.leicester.sch.uk](mailto:office@highfields-pri.leicester.sch.uk)