**Application Form – Volunteers and Trainees**

**PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Surname:** |  | **Preferred Title:** |  |
| **First Name(s):** |  | **Previous Surname:** |  |
| **Home Address**: |  |  |  |
|  |  | **Email:** |  |
|  |  | **Telephone (Mobile)** |  |
|  |  |  |  |
| **Post Code**: |  |  |  |

**EXPERIENCE IN CHILDCARE**

Please give details of any experience you may already have in childcare

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| **Dates Attended**  **From / To** | **Name(s) and Address(es) of Organisation** | **Brief Description of Duties** |
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**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

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| --- | --- | --- |
| **Dates Attended**  **From / To** | **Name(s) and Address(es) of Secondary School/College/University or other** | **Qualifications gained**  **(State: level/grade/date achieved)** |
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| **WHY YOU WANT TO WORK WITH CHILDREN** |
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| **PLEASE STATE BRIEFLY WHAT YOUR MAIN LEISURE INTERESTS ARE, PARTICULARLY WHERE THESE ARE RELEVANT TO THE WORK FOR WHICH YOU ARE APPLYING.** |
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**REFERENCES**

Please give the names, addresses and status of two referees who may be approached now, **these should be employers or educators.**  **References from friends or relatives are not acceptable.**

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| **1) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **Email:** |  |
| **2) Name:** | **Status:** |
| **Address:** |  |
|  |  |
|  |  |
| **Telephone:** |  |
| **Email:** |  |

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1st December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you may be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

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| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature** | **Date:** |