

VOLUNTEER AND WORK EXPERIENCE FORM

CONFIDENTIAL

The accompanying guidance notes provide advice on how to fill in this form.

Please type or write clearly using black ink.

Please return to:

Post applied for: Volunteer Work Experience

Closing date:

1. Personal details

Title: Last name:
(Mr, Mrs, Miss, Ms, Other)

First name(s): Known as:

Address: Post code:

Address: How would you like us to contact you? Email: Post:

*Preferred telephone no. Mobile phone no.

*National Insurance no. *Email address:
 (Please print clearly)

Are you eligible to work in the UK Yes: No:

Do you need a work permit or sponsorship certificate work in the UK? Yes: No:

Do you require further leave to remain? Yes: No:

If yes, please clarify your status

Above section must be completed

(If your application is successful, you will be asked to provide documentary evidence of your entitlement to work in the UK before you start your volunteering or work experience placement.)

Are you applying as part of a qualification or course? Yes No If yes, please give course provider:

Would you require additional mentoring or certification from us for your working period here? Yes: No:

If yes, please give details of certification process:

Do you require additional adjustments to be made for you to undertake this course Yes: No:

If yes, please give full details:

2. Present or most recent Employment/ Place of Course of Study

Name of Employer/ School/Place of Study

Type of School

Address:

Post code: Telephone no:

Position held/Title of course:

Brief Description of Duties/Course:

3. Relevant Previous Employment/ Experience

Starting with your most recent job, paid and /or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment including periods of study: detailing which office you may have received benefits from, or your place of study and course. If you have been self employed you will need to provide proof. (Please give precise dates and number of hours worked if part-time)

Employers /School 'type of school' (e.g. LEA, academy)	Position held & brief duties	Dates from/to dd/mm/yy	Salary	Reason for leaving

PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY – WITH DATES.

4. Education, Training and Qualifications

Please state the name(s) of the Secondary School, College and University attended and grades / qualifications obtained. Please list degrees/PGCE diplomas etc (Most recent first). If you are currently in study, please state your current course.

From/To	Name of establishment	Examination results <i>Subject, level, grade/whether pending</i>

Professional Qualifications / Registrations

Please provide details of any professional qualifications and membership of professional institutes that you hold or are registered with.

Name of professional body	Membership grade and number	Date obtained

Disclosure and Barring Service

Do you hold a current DBS certificate?

Yes: No:

Please note that we require an enhanced DBS check to be undertaken

5. Training Courses attended if relevant

Please give details of any training that you have received, which support your application. Include any on the job training as well as formal courses. Please specify if course results are still pending.

Course title or description and provider	Courses attended	Date from – to/Pending

6. Availability

I wish to work/volunteer on the following school days (please tick boxes):	I wish to work/volunteer (please tick boxes):
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> A full day (8:30am-3:30pm) <input type="checkbox"/> Mornings (8:30am-12:30pm) <input type="checkbox"/> Afternoons (12:30pm-3:30pm) <u>Other (Please state desired timeframe below)</u>

7. Statement in Support of Application

Please use this space to tell us why you would like to work at Devonshire Hill Nursery and Primary School – include details of relevant work experience you would like to give or qualifications you are working towards.

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here.....

8. Referees

If you are successful, we will obtain two references. Your first referee must be your current or last employer (if you have one) or if you are a school / college leaver give the details of your Headteacher of Tutor or the manager of a voluntary group for whom you have worked or currently work for. Your second referee can be from your previous work or from an academic tutor. We cannot accept references from family members.

Please note: - that it is our policy to request references prior to interviews for short listed candidates only.

Referee's name:	Referee's position:
Address:	Post Code:
Email address:	Telephone number:
Referee's name:	Referee's position:
Address:	Post Code:
Email address:	Telephone number:

Miscellaneous

Canvassing of employees or councillors directly or indirectly will **disqualify** candidates from appointment.

Are you related to, or have a close personal relationship with, any Councillor, School Governor, or Council employee?

Yes: No: If YES, please state their name and the position they hold

Name:	Position held	
Name:	Position held	

Have you ever worked for Haringey Council or a Haringey School? Yes: No:

If yes, please give dates From: To:

Position held: Line Manager:

Job Title on leaving:

Reason for leaving:

Name of School/ Directorate:

9. Declaration and Volunteer Agreement

If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced DBS and need to have information from you regarding any previous, existing, or pending convictions or cautions. All Support Staff posts are exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered to be "spent". Please answer Q1 and Q2.

Failure to declare any criminal convictions or cautions including those spent could result in withdrawal of any offer of volunteering work or work experience. All applicants are required to complete the DBS form even if you do not have a criminal record. You may be asked to provide details about this if selected for interview. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

- Q1. Have you ever been convicted of any Criminal offences? Yes: No: Please provide details on the enclosed Declaration Form.
- Q2. Have you ever been disqualified from working with children or vulnerable adults? Yes: No: Please provide details on the enclosed Declaration Form

The Equalities Act (2010)

The act defines a disabled person as "a person who has or has had in the past a physical or mental impairment which has substantial long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to be disabled? *

Data Protection

The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. The Data Protection Act 2018 basis for processing is that the processing is necessary for the performance of a contract or to take steps to enter into a contract with you. If you do not provide the information required, we will not be able to consider your application for employment. Haringey Council's and Schools Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the School's privacy notice for further information a copy which can be obtained from the school.

Volunteer and Workplace Agreement

We welcome applications from all candidates and all placements are subject to the following, which should be provided by the placer if a registered entity or educational establishment:

- Liability insurance
- Risk assessment to be provided to Devonshire Hill for review and must cover the placement period.
- The placer and where applicable the placee to provide written feedback of placement to School Business Manager.
- Where applicable the placer and placee agree that reasonable per hour charges for mentoring and/or the completion of paperwork can be levied per placement to cover associated administration costs, including DBS reviews, interviews, and paperwork completion. This will be discussed on an individual placement basis ahead of the placement.

I confirm that the information provided on this application form is correct and understand that any misrepresentation or omission may render me liable to summary dismissal and my placement being terminated.

Signed:

Date: