

Barking Abbey School

Volunteer/Intern Application Form

Role applied for			
Closing Date			
Where or how did you hear about the vacancy?			

PERSONAL DETAILS	
Your preferred title:
First name or names:
Last Name:
Address:
	Post Code
Home phone number: Mobile phone number:
E-mail address:
National Insurance Number:

CURRENT OR MOST RECENT EMPLOYMENT	
Employer's name & address:

	Postcode
Job title:
Dates employed	From To
Brief description of your duties (please continue on a separate sheet if necessary):	

PREVIOUS EMPLOYMENT

Please list the most recent first and continue on a separate sheet if necessary.

Dates you were employed from and to DD/MM/YY	Employer's name and address	Job title	Reason for leaving

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on).

RELEVANT EDUCATION, TECHNICAL AND/OR PROFESSIONAL QUALIFICATIONS

(Please name any Institute or Professional body in full, rather than using initials)

Please include any qualifications, training and current membership of professional associations that are relevant to the post. Continue on a separate sheet if necessary.

Date from DD/MM/YY	Date to DD/MM/YY	Name and location of School/ College/Institute/Professional Association	Subjects, status and qualifications achieved	Level and grade	Date achieved

TRAINING, SEMINARS OR SHORT COURSES THAT ARE RELEVANT TO THE POST

Details of relevant personal development/training courses (Please continue on a separate sheet if necessary.)

Brief description and course title	Date of attendance	How long it lasted

SUPPORTING STATEMENT

Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the volunteer post as it will be used for short listing purposes. Please continue on a separate sheet if necessary, with a maximum of two sheets.

REFERENCES

Please give details of employers who can provide us with a reference. Referees should cover the last 3 years, one of whom must be your current or most recent employer. Referees must have been your line manager or a person in authority. If this is your first job one referee should be from your school or college. You should only give personal/character referees if employment references are not available.

<p>Name _____ Address _____ _____ _____ _____ _____ Postcode _____ Daytime _____ Phone No _____ Work _____ E-mail _____ address _____ Job Title/Position within Organisation: _____ Period of time known for _____</p>	<p>Name _____ Address _____ _____ _____ _____ _____ Postcode _____ Daytime _____ Phone No _____ Work _____ E-mail _____ address _____ Job Title/Position within Organisation: _____ Period of time known for _____</p>
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We may contact your referees if you are short listed for an interview, do you have any objections to this?

Yes I agree to my referees being contacted

No – I do not want my referees contacted

Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see

<http://www.lbdd.gov.uk/AboutBarkingandDagenham/CouncilDepartments/ChiefExec/Pages/FairProcessing.aspx> or contact the Corporate Anti Fraud Team 0208 227 2264

It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions. As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role. Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public. We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers and cannot be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Yes | | No | |

If the answer is yes, please provide full details below: -

EXTRA INFORMATION

Can you provide evidence of your legal right to voluntarily work in the UK?	Yes	No
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If you are related to any Councillor or member of staff of this school/council, please give details.

Please answer the following questions only if the post includes these requirements.

•Do you have a valid driving licence?	Yes	No
•Do you have access to a vehicle which you are able to use for volunteering work purposes?	Yes	No
•If not, are you able to travel, for work purposes, by another form of transport?	Yes	No

IMPAIRMENT OR DISABILITY

Do you consider yourself to have a physical, learning, sensory or mental health impairment or disability?

Yes

No

If yes, please specify

(Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)

All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria on the person specification for the vacant job will be guaranteed an interview.

DECLARATION

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

I understand that you will deal with all the information in line with the data protection legislation.

Your signature: _____

Date:

Data Protection Act

*Information from this form will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. In signing it you agree to this data being held and processed, and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Barking Abbey School in accordance with the Act. For further information on the data we hold and what we use it for, please see the **Privacy Notice for Staff Workforce** in the recruitment section of our web site: <http://www.barkingabbey.school.co.uk/join-us/staff-vacancies/>*

Please return this form by the closing date shown in the advertisement, by email to jobs@barkingabbey.school.co.uk or by post to HR Department, Barking Abbey School, Sandringham Road, Barking, Essex, IG11 9AG.

