

THE URSULINE PREPARATORY SCHOOL ILFORD

Independent Roman Catholic School for Girls and Boys (3 – 11 years)



Safer Recruitment Application Form Volunteer/Work Experience

Please ensure you complete **all** sections of this form and note CVs will not be accepted

VOLUNTEER/WORK EXPERIENCE:

(In order to match your skills to volunteer roles please give as much detail regarding your placement request as possible)

First Choice Preferred Dates: From To

Second Choice Preferred Dates: From To

PERSONAL DETAILS:

Title: Last Name:

First Name: Known As:

Any Former Names:

Address:

Post Code:

Preferred Telephone Number:

Email Address:

National Insurance Number:

Date of Birth:

DBS/CRB Number:

DBS/CRB Issue Date:

DBS/CRB – Registered Body:

(original copy must be verified by HR)

Employment History: Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. **It is important that there are no gaps in employment on your application form – please use a continuation sheet if necessary.** Please include periods of unemployment etc if applicable.

Name of Current/Last Employer

Address:

Post Code:

Employer's Telephone Number:

Job Title:

Date From:

Date To:

Previous Employment

Employer's/Organisation's Name:

Address:

Post Code:

Post Held:

Date from:

to:

Employer's/Organisation's Name:

Address:

Post Code:

Post Held:

Date from:

to:

Please provide details of any gaps of employment history – with dates

REFEREES: *Please give the details of two referees. One of these should be your Line Manager with your present and/or last employer.*

Referee's Name:

Post Held:

Address:

Post Code:

Email Address:

Telephone Number:

Your relationship to the referee:

Referee's Name:

Post Held:

Address:

Post Code:

Email Address:

Telephone Number:

Your relationship to the referee:

QUALIFICATIONS AND TRAINING:

Secondary Education

Name of School/College

Date from:

To:

Address

Post Code:

Name of College/University/Other

Date from:

To:

Address:

Post Code:

Before completing this form, please read the following notes carefully:

EXEMPT

REHABILITATION OF OFFENDERS ACT 1974

This post is exempt from the above Act, as the nature of the placement falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment.

This means you must declare on this form *all* offences, convictions, cautions, bindovers irrespective of when these were awarded. You must also inform us of any court cases you may have pending. Possession of a conviction or caution will not necessary be a bar to a volunteer placement with The The Ursuline Preparatory School Ilford Ilford; each case is considered on its merits. All information will be treated in the strictest confidence and will be used for this volunteer application only.

As this post involves working with or has access to children or vulnerable adults and/or their records, we may require you to undertake an enhanced DBS Disclosure Check. You will be required to sign a declaration on the Disclosure Form stating whether you have any previous convictions.

Have you ever been cautioned or convicted of a criminal offence	Yes	No
Have you ever been disqualified from working with children or vulnerable adults	Yes	No
Do you have any unspent criminal convictions or cautions	Yes	No

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of the placement by The The Ursuline Preparatory School Ilford Ilford.

Details of Offence(s)	Place and date of Judgement(s)	Sentence(s)

If you do not have any, please write NONE

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from my placement.

If shortlisted, I give my permission for a Barred List Check to be undertaken prior to interview: Yes No

Name: _____ (please print)

Signed: _____

Date: _____

DISABILITY: *The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long term effects on their ability to carry out normal day to day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is reasonable in the circumstances to do so.*

Do you have a disability you wish us to know about at this stage: Yes No

Please let us know what access requirements you have:

Declaration:

Are you related to, or have a close personal relationship with any employee or school governor at this school? Yes No

If Yes, please state their name and the position they hold:

Name: Position held:

Name: Position held:

Data Protection: *The school intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The school will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the school can be assured the information will be maintained in confidence and treated with all due care. The school tries to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected.*

I authorise the school to check the information supplied and hold all such information in both paper and electronic formats.

Signature:

Print Name:

Date:

Please return completed forms to the HR Dept - Recruitment at the address below or email:

holoughlin@urspsi.org.uk
