



The School is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers to share this commitment.

Mr/Mrs/Ms/Other \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Any Previous Surname: \_\_\_\_\_ Gender: Male/Female: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ NI Number \_\_\_\_\_  
 Are you able to produce a document to show your right to work in the UK? Yes  No

**Next of Kin**  
**Please supply details of next of kin. These details will be used in an emergency only**  
 Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Home Tel No: \_\_\_\_\_ Mobile \_\_\_\_\_

**References**  
**Please supply the name, address and occupation of two persons for references. This should not be a member of your family. You must have known your referee for a minimum of 2 years.**

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Postcode: _____	Postcode: _____
Tel No: _____	Tel No: _____
How Known: _____	How Known: _____
Occupation: _____	Occupation: _____
E-Mail Address: _____	E-Mail Address: _____

**Contact with Schools**  
 Have you ever been employed by Sandwell MBC in any capacity? Yes  No   
 If YES, please provide dates and reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 Have you had any previous contact with Sandwell Schools? Yes  No   
 If YES, please specify: \_\_\_\_\_  
 All your details will be checked against our records.

## Employment History

Please complete the following, starting with your current employment and include all employment/voluntary work. Please also include any breaks in employment history together with the reason for the break (continue on separate sheet if necessary).

From Month/Year (mm/yy)	To Month/Year (mm/yy)	Employer's Name And Address	Position Held	Reason for Leaving/ Break in Employment
Responsibilities:				

From Month/Year (mm/yy)	To Month/Year (mm/yy)	Employer's Name And Address	Position Held	Reason for Leaving/ Break in Employment
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Responsibilities:				

## Equal Opportunities Monitoring

To help us monitor our Equal Opportunities Policy please tick the relevant box:

<b>White</b>	British	<input type="checkbox"/>	<b>Asian or</b>	Indian	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<b>Asian</b>	Sikh	<input type="checkbox"/>
	European	<input type="checkbox"/>	<b>British</b>	Pakistani	<input type="checkbox"/>
	Any other White Background	<input type="checkbox"/>		Bangladeshi	<input type="checkbox"/>
				Any other Asian background	<input type="checkbox"/>
<b>Mixed</b>	White and Black Caribbean	<input type="checkbox"/>	<b>Black or</b>	Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>	<b>Black</b>	African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>	<b>British</b>	Any other Black background	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>			
<b>Chinese, Yemeni or Other ethnic group</b>	Chinese	<input type="checkbox"/>			
	Yemeni	<input type="checkbox"/>			
	Any other ethnic background	<input type="checkbox"/>			

Do you have, or have you had in the past, any disability which makes it difficult for you to carry out normal day to day activities?

Yes

No

## Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

It is an offence to apply for a position working with children if you are knowingly barred

## Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate at interview.

All information given/obtained will be treated as strictly confidential and will be stored securely.

**Data Protection:** The information you provide on this form is subject to the provisions of the Data Protection Act 1998. Where applicable information entered will be forwarded to the relevant officer for action or for a reply to be given.

**Declaration of Volunteer**

**Falsification of information on this form will result in your application not being pursued or your approval as a volunteer being terminated if you have already been approved as a volunteer.**

**I confirm that the details in my application are to the best of my knowledge correct:**

Signed..... Date .....

Once signed, please take this form to the School for signature and processing

## For Completion by Head Teacher or Authorised Signatory

Head Teacher (Print Your Name) \_\_\_\_\_

Name of School: \_\_\_\_\_

E-mail address of person to contact when  
volunteer is cleared: \_\_\_\_\_

Volunteer's Duties will include:

### Head Teacher - Please complete the following section accurately and to the best of your knowledge for all applications:

The DBS Code of Practice states that "Registered Bodies must correctly apply the Police Act 1997 definition of a volunteer, **as detailed below**, to each criminal records check to assert eligibility that no fee should be charged for that application"

**"Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative."**

1) Does the applicant meet the DBS criteria of a volunteer as detailed above? Yes  No

**If YES, continue to answer questions 2 to 7.**

**If NO, please contact your HR admin provider.**

2) Is the applicant in receipt of any payment? Yes  No

*(except for travel and other approved out-of-pocket expenses)*

3) Is the applicant on a Work Placement? Yes  No

4) Is the applicant on a course that requires them to do this job role? Yes  No

5) Is the applicant in a trainee position that will lead to a full time role/qualification? Yes  No

6) Is the applicant a Foster Carer or a member of the same household? Yes  No

7) Is the applicant a family member who acts as a 'back-up carer'? Yes  No

If you've answered 'YES' to any of the questions 2 to 7, it's likely that the position does not meet the definition of a volunteer and will therefore not qualify for a free-of-charge criminal record check.

In these cases the Council will recover the application fee as per the most up to date Service Level Agreement. For further assistance please contact your HR admin provider.

Failure to answer Yes or No to any of these questions will result in a delay to the disclosure check being undertaken.

**Please tick the appropriate clearances (DBS + A&I checks are a standard clearance)**

### REFERENCES

References have been requested and copies will be sent when received

References have been requested and copies are attached

Please obtain references on our behalf

**I authorise you to proceed with this Volunteer Application.**

Signed.....

Date .....

(Authorised signature)