ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

#### VOLUNTEERING APPLICATION FORM

|  |  |
| --- | --- |
| Post Applied For | Volunteer/Work Placement |

**For School based roles, please return your application form direct to the school. This can be posted or emailed to** **careers@manorgreenschool.co.uk**

### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name\* |       | Forename(s)\* |       |
| Previous Names(s) |       | Title (e.g. Mr, Miss, Mrs, Ms) |       |
| Home Address\* |       | Tel Nos. HomeWork (if convenient)Mobile |       |
| Postcode\* |       |
| Email Address |       |
|  |  |  |       |

Fields marked with \* are mandatory

**Please answer the following questions:**

Do you hold a valid full driving licence? Yes [ ]  No [ ]

Do you own a car? Yes [ ]  No [ ]

Are you related/have any relationship with a Member, member of staff or Governor of the

Council/School? Yes [ ]  No [ ]

|  |
| --- |
|  |

If YES, please give details:

## Canvassing will disqualify candidates

Have you previously been employed by this Council/School? Yes [ ]  No [ ]

If YES, please give details:

### EMPLOYMENT DETAILS

PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name of Employer |       |
| Address |       |
| Tel No |       |
| Present post |       | Date appointed |       |
| Reason for leaving/or why looking to leave |       | Date of leaving(if applicable) |       |
| Brief description of duties and responsibilities |
|  |       |

### PREVIOUS EMPLOYMENT

Please complete each column and explain any breaks in employment.

Start with your most recent employment and list in descending date order.

|  |  |  |
| --- | --- | --- |
| **Dates** (Day/Mth/Yr) | **Brief summary of duties and responsibilities** | **Reason for leaving** |
| **From** | **To** |  |  |
|       |       |       |       |
| **Employer & Address** |  |  |
|       |  |  |
| **From** | **To** |  |  |
|       |       |       |       |
| **Employer & Address** |  |  |
|       |  |  |
| **From** | **To** |  |  |
|       |       |       |       |
| **Employer & Address** |  |  |
|       |  |  |
| **From** | **To** |  |  |
|       |       |       |       |
| **Employer & Address** |  |  |
|       |  |  |

Please continue on a separate sheet if necessary

VOLUNTARY OR UNPAID WORK UNDERTAKEN **(if any)**

(This may not be connected with the post applied for, but may still be relevant)

|  |
| --- |
|       |

### Supporting Information –

Please tell us why you would like to volunteer at Manor Green School and about any relevant skills and experience you have.

|  |
| --- |
|       |

Please continue on a separate sheet if necessary.

PROFESSIONAL QUALIFICATIONS, MEMBERSHIPS AND TRAINING

Please give details, including dates obtained. You will be asked to produce any relevant certificates

|  |
| --- |
|       |

EDUCATION/QUALIFICATIONS/TRAINING

Please give details of any relevant courses, training or qualifications with the establishment and date completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** |  | **Name and address of educational establishment** | **Courses taken, exams passed with dates, and grades obtained** |
| **From** | **To** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

If you have any specific health and safety needs or requirements, please detail these: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### REFERENCES

Please give two referees to whom confidential enquiries will be made. One must be your present or most recent employer.

**NB. Referees must not be members of your family, or spouse/partner. No offer of volunteering in our school will be confirmed without the receipt of two satisfactory references.**

***It is the policy of the school to take up references prior to volunteering, unless requested otherwise.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Name |       |
| Address |       | Address |       |
| Tel No |       | Tel No |       |
| Email |       | Email |       |
| Capacity in which known(e.g. employer/linemanager/teacher) |       | Capacity in which known |       |

May we approach prior to interview? May we approach prior to interview?

[ ] Yes No [ ]  Yes[ ]  No [ ]

* ***The Council/School may wish to make further enquiries of previous employers, in addition to the two referees given.***
* ***For vacancies within the Adult and Children’s Services Directorates, the selection process may involve a pre-interview establishment visit and briefing.***
* ***Further enquiries of previous employers, in addition to the two referees given may also be made***
* ***The Council/School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm***

###### Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order)

*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*

The Royal Borough has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Any information which you give will be strictly confidential and will be considered only in relation to this position.

Having current convictions does not automatically bar you from employment. The Council will consider applicants on their merits and in relation to the post for which they are applying. This post is exempt from the Rehabilitation of Offenders Act and previous offences must be disclosed and successful applicants will be subject to a standard or enhanced DBS disclosure.

Please complete the disclosure of criminal background information requested below.

If your application for this post is successful, you will not be able to commence employment until a satisfactory DBS check has been confirmed. The timescales for these checks are outside the control of the council.

Do you have a DBS certificate issued since 17 June 2013? **Yes/ No** If yes, please give certificate number

Are you registered with the DBS Update service? **Yes/No**

If yes and your application for this post is successful, do you consent to the Council using the update service to check your DBS status? **Yes/No**

**Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES / NO**

**If YES, please give details:**

**Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**

 **YES / NO**

**If YES, please give details:**

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)

Declaration

|  |
| --- |
| The Council has a duty to protect funds. If you are appointed we may match or share the information you provide on this form with information kept by other parts of the Council and with organisations that use public funds in order to protect and prevent fraud.By submitting this application I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018 You are required to notify the Council of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the Council. Information supplied by you during the recruitment process may be shared with other Council Directorates for the purposes of aiding the Authority in carrying out its responsibilities.I declare that the information given on this application form is, to the best of my knowledge, correct. I understand that this information may be stored as part of the Royal Borough of Windsor and Maidenhead montitoring of equal opportuntites and as part of the recruitment procedure and I agree to the use of this data as specified. I also understand that withholding relevant details or giving false information during any part of the recruitment process may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to the HR Unit.  |
| Signed |       | Date |       |
| *(If you have completed this form electronically, you be asked to sign it if you are invited to interview.)* |

**ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

**Explanatory note to applicants – DBS check (previously CRB)**

**1. Introduction**

1.1 The position for which you are applying has been determined by the Royal Borough of Windsor & Maidenhead as exempt from the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975, as amended by the 2013 and 2020 Order in line with guidance from the Disclosure and Barring Service (DBS) . Therefore you are required to declare any convictions cautions, reprimands, warnings and bindovers that have not been filtered. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

**2. Factors to be considered**

2.1 The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment.

2.2 The factors to be taken into account are:

2.2.1 the responsibilities of the position,

2.2.2 the nature of the offence(s),

2.2.3 the number and pattern of offences (if there is more than one),

2.2.4 how long ago the offence(s) occurred,

2.2.5 the age of the offender when the offence(s) occurred.

2.2.6 whether or not there have been subsequent offences.

2.2.7 the applicants circumstances when the offences were committed and their circumstances now.

2.2.8 the relevance of the conviction to the job applied for.

**3. Access to records of criminal convictions**

3.1 In the event of an offer of employment it is a requirement that a DBS check is undertaken. (The DBS is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/> . **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people, which are maintained by the Department of Health and the Department for Education.

3.3 You will be sent the results of your check by the DBS.

3.4 If the DBS check reveals a conviction, caution, reprimand, warning or bindover , which you had failed to declare, this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

3.5 DBS information will be kept in strict confidence and in accordance with the council’s DBS Secure Storage, Handling, Use, Retention and Disposal of disclosures Policy.

**4. Further Advice**

Information about disclosing a criminal background is available from NACRO [Guide for Job Applicants](https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/)

**Manor Green School Volunteering Days**

**Please specify the days you are able to volunteer**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Day**  | **AM**  | **Pm**  |
| **Monday**  |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday**  |  |  |
| **Friday**  |  |  |

**After school activities**

|  |  |
| --- | --- |
| **Day**  |  |
| **Monday**  |  |
| **Tuesday**  |  |
| **Wednesday**  |  |
| **Thursday**  |  |
| **Friday** |  |



EMERGENCY CONTACT DETAILS

Please provide a contact name, address and telephone number of someone we can contact in the event of an emergency. This information will be kept on your personal file in the HR Unit.

Emergency Contact Name

Address

Town

County Post Code

Telephone number - Dialling code no

Relationship to you

Employee name Post Title

Directorate/Location

Date

Should this information change at any time you should complete another form. Please return this form to the school office in order for your record to be updated.

|  |
| --- |
| **School Staff Disqualification Declaration Form Guidance – new staff** |

In February 2015, the Department for Education (DfE) issued statutory guidance Disqualification under the Childcare Act 2006.

[Guidance - Disqualification under the Childcare Act 2006](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

This update requires schools and other educational settings which provide care for pupils under the age of 8, to ensure that staff working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009: [Childcare (Disqualification) Regulations 2009](http://www.legislation.gov.uk/uksi/2009/1547/contents/made)

A person may be disqualified through:

1. Having certain orders or other restrictions placed upon them
2. Having committed certain offences
3. Living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**In order for the school to meet its obligations under these regulations and the statutory guidance, you are required to sign the declaration below, confirming that you are not disqualified from working under these Regulations.**

**You are advised that you do not have to provide details, in relation to yourself, of cautions or convictions that are protected or disclose any information (including spent cautions or convictions) of anyone living or working in your household.**

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED:

[OFSTED waiver application](http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcareproviders) .

The school will determine if with a waiver in place, they wish to employ you. In which case, they will support you with the waiver process.

The school is obliged to inform OFSTED of any staff member who is disqualified, within 14 days of becoming aware of that disqualification. Until a waiver is granted by OFSTED a disqualified worker cannot be employed.

|  |
| --- |
| **School Staff Disqualification Declaration - CONFIDENTIAL** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Post** |  |
| **Please circle one answer for each question** |
| **Section 1 – Orders or other restrictions** |
| Have any orders or other determinations related to childcare been made in respect of you? |  |
| Have any orders or other determinations related to childcare been made in respect of a child in your care? |  |
| Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering? |  |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below:<http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made> |  |
| Are you barred from working with Children by the Disclosure and Barring Service (DBS)? |  |
| Are you prohibited from teaching by the National College for Teaching & Leadership (NCTL)? |  |
| **Section 2 – Specified and Statutory Offences** |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of: |  |
| Any offence against or involving a child? (A child is a person under the age of 18) |  |
| Any violent or sexual offence against an adult? |  |
| Any offence under the Sexual Offences Act? |  |
| * Any other relevant offence?
 |  |
| Further information available at the links below:<http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made><http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made> |  |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country? |  |
|  |  |
| **Section 3 – Provision of Information** |  |
| If you have answered YES to any of the questions above, you should provide details the below in respect of yourself. You may supply this information separately if you so wish, but you must do so without delay. |  |
| Details of the order, restriction, conviction, caution etc. including dates and relevant court(s) body(ies) (give details below) |
| For employees only - you must also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided. |
| **Section 4 – Declaration** |
| In signing this form, I confirm that the information provided is true to the best of my knowledge and that: |
| I understand my responsibilities to safeguard children. |
| I understand that I must notify my head teacher immediately of anything now or in the future that affects, or might affect, my suitability to work in the School, including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children under the Childcare (Disqualification) Regulations 2009, replacement or similar legislation. Failure to notify will be a serious matter, considered as gross misconduct under the Disciplinary processes and could result in summary dismissal. |
| **Signed:**  | **Date**  |
| **Print Full Name:**  |

**This page is to be detached prior to Short-Listing**

**EQUAL OPPORTUNITIES MONITORING**

The council is striving for workplace equality and in order to do this collects data on the profile of job applicants and its workforce in order to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members of HR for monitoring purposes. The information about your disability status will be used to identify to shortlisting managers if you qualify for an interview under the ‘Disability confident’ scheme.

The information collected is in line with the descriptions used in the 2011 Census.

**First Name:**

**Last Name:**

**Date of Birth:**

**Post Applied for:**

**Please add a tick in the relevant boxes below**

**Religion Tick Box**

|  |  |
| --- | --- |
| No religion |  |
| Christian (all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

**Ethnic origin**

|  |  |
| --- | --- |
| White - English / Welsh / Scottish / Northern Irish / British  |  |
| White - Irish |  |
| White - Gypsy or Irish Traveller  |  |
| White - Any other background |  |
| Mixed - White and Black Caribbean  |  |
| Mixed - White and Black African  |  |
| Mixed - White and Asian  |  |
| Mixed - Any other multiple ethnic background |  |
| Asian – British |  |
| Asian -  Indian |  |
| Asian - Pakistani  |  |
| Asian -  Bangladeshi  |  |
| Asian - Chinese  |  |
| Asian - Any other background |  |
| Black - African  |  |
| Black - Caribbean  |  |
| Black  - British  |  |
| Black - Any other background |  |
| Other ethnic group - Arab  |  |
| Other ethnic group - Any other ethnic group |  |
| Prefer not to say |  |

**Nationality**

|  |  |
| --- | --- |
| **See Appendix 1** below and add the relevant nationality |  |

**Sex identifier**

|  |  |
| --- | --- |
| **Descriptions** |  |
| Female |  |
| Male |  |
| Gender fluid/gender queer/non-binary |  |
| Prefer not to say |  |

**Gender reassignment**

|  |  |
| --- | --- |
| Yes - I have gone through, or intend to go through, any part of a process to change my birth sex |  |
| No – I have not gone through, or intend to go through, any part of a process to change my birth sex. |  |
| Prefer not to say |  |

**Sexual orientation**

|  |  |
| --- | --- |
| Heterosexual/straight  |  |
| Gay woman/lesbian |  |
| Gay man |  |
| Bisexual |  |
| Prefer not to say |  |

**Considered to have a disability**

|  |  |
| --- | --- |
| Disabled |  |
| Not disabled |  |
| Prefer not to say |  |
| Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview. |  |

**Marital status**

|  |  |
| --- | --- |
| Civil partnership |  |
| Married |  |
| Separated |  |
| Divorced |  |
| Widowed |  |
| Single |  |
| Prefer not to say |  |

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| Afghanistani | Chilian | Honduran |
| Albanian | Chinese/Tibetan | Hong Kong |
| Algerian | CIS (Commonwealth of Independent States) | Hungarian |
| American | Comoros | Icelandic |
| American Samoa | Congo | Indian |
| Andorran | Costa Rican | Indonesian |
| Angolan | Cote d'lvore | Iranian |
| Anguillan | Croatian | Iraqi |
| Antiguan/Barbudan | Cuban | Irish |
| Argentinian | Cyproit | Isle of Man |
| Armenian | Czech | Israeli |
| Australian | Danish | Italian |
| Austrian | Djibouti | Jamaican |
| Azerbaijani | Dominican | Japanese |
| Bahaman | Dominican Republic | Jordanian |
| Bahrainian | Dutch | Kampuchean |
| Bangladeshi | Ecuador/Galapagos | Kazakhstani |
| Barbadian | Egyptian | Kenyan |
| Belarus | El Salvadorian | Kiribati |
| Belgian | English | Kuwaiti |
| Belize | Equatorial Guinea | Kyrgyz Republic |
| Benin | Eritrean | Kyrgyzstani |
| Bermudan | Estonian | Laos |
| Bhutani | Ethiopian | Latvian |
| Bolivian | Falkland Islands | Lebanese |
| Bosnian | Fijian | Leeward Islander |
| Botswana | Finnish | Lesothan |
| Brazilian | French  | Liberian |
| British (not Channel Islands or IOM) | French Overseas Territories | Libyan |
| British Antarctic Territory | Gabon | Liechtenstein |
| British Indian Ocean Territory | Gambian | Lithuanian |
| British Virgin Islands | Georgian | Luxembourg |
| Brunei | German | Macao |
| Bulgarian | German (East) | Macedonian |
| Burkina-Faso | Ghanan | Madagascan |
| Burma | Gibraltarian | Malawese |
| Burundi | Greek | Malaysian |
| Cameroon | Greenland/Faroe Islands | Maldives |
| Canadian | Grenada | Mali |
| Cape Verde Islands | Guatemalan | Maltese |
| Cayman Islander | Guinea | Marshall Islander |
| Central African Republic | Guinea-Bissau | Mauritanian |
| Chad | Guyanese | Mauritius |

|  |  |  |
| --- | --- | --- |
| Channel Islander | Haiti | Mayotte |
| Mexican | Slovakian | Yemeni |
| Micronesian | Slovenian | Zaire |
| Moldovan | Solomon Islander | Zambian |
| Monaco | Somali | Zimbabwan |
| Mongolian | South African |
| Monserrat | South Georgia & the South Sandwich Islands |
| Moroccan | South Korean |
| Mozambiquan | Spanish |
| Namibian | Sri Lankan |
| Nauru | St Kitts and Nevis |
| Nepalese | St Lucian |
| Netherlands Antilles | St Vincent & the Grenadines |
| New Guinea | Stateless |
| New Zealander | Sudanese |
| Nicaraguan | Surinamese |
| Niger | Swazi |
| Nigeria | Swedish |
| North Korean | Swiss |
| Northern Ireland | Syrian |
| Norwegian | Taiwanese |
| Omani | Tajikistani |
| Pakistani | Tanzania |
| Panamanian | Thai |
| Paraguay | Togan |
| Peruvian | Tongan |
| Philippino | Trinidadian / Tobagan |
| Pitcairn Islander | Tristan de Cunha |
| Polish | Tunisian |
| Portugese | Turkish |
| Prefer not to say | Turkmenistani |
| Puerto Rican | Turks & Caicos Islands |
| Qatari | Tuvalu |
| Romanian | Ugandan |
| Russian | Ukrainian |
| Rwandan | United Arab Emirates |
| San Marino | Uruguay |
| Sao Tome & Principe | Uzbekistai |
| Saudi Arabian | Vanuatu |
| Scottish | Venezuelan |
| Senegalese | Vietnamese |
| Serbian | Welsh |
| Seychelles | West Indian |
| Sierra Leone | Westem Samoan |
| Singapore | Windward Islander |