



Application for Voluntary Work

Please complete in black ink or type

To: Applicants for Voluntary Work

Thank you for your interest in carrying out voluntary work at this School/Service. You will understand that we need to know a little about you and your background. This is to ensure that you are suitable to carry out work at this School/Service and it will also enable us to find you work or other activities that may suit you. In these circumstances, please complete the details requested on this form. You should then return the form to:

Personal Details (Please complete in BLOCK CAPITALS)

Surname: Previous Surname(s).....

First Name(s): Title (Mr/Mrs/Ms/Miss/Other).....

Home Address:

.....

Tel:..... Mob:

E-mail

Previous Employment, Voluntary Work or Other Activities

Please provide as much information as you can about any employment you have (or have had in the past). Please also tell us about any other voluntary work or activities you currently carry out, or have carried out in the past.

| Employer/Organisation | Nature of Business | Position held | Full time/Part time | Inclusive dates | | Reason(s) for Leaving (if applicable) |
|-----------------------|--------------------|---------------|---------------------|-------------------|----|---------------------------------------|
| | | | | Month & Year From | To | |
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General Information

Please state the **type of voluntary work** you wish to undertake at this School/Service:

Please state the **reason(s) you wish to undertake voluntary work** at this School/Service:

Please state **why you believe you are suitable to undertake voluntary work** at this School/Service:

Referees

Please supply the names and addresses of two referees, who know you well, and can comment on your suitability to undertake voluntary work, e.g. current or previous employer, Headteacher, previous volunteering project etc. If your employer, or the organisation with which you have undertaken work, is/was a school, the referee provided must be the Head teacher. Please note that references cannot be accepted from a relative or someone who knows you just as a friend.

Name:

Name:

Address:

Address:

Tel:

Tel:

E-mail:

E-mail:

Status:

Status:

Declaration

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications imposed by the Secretary of State or a regulatory body. I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of voluntary work. I hereby declare that the information given on this form is complete and accurate.

Signature Date

LONDON BOROUGH OF ENFIELD

**DECLARATION OF UNSPENT AND RELEVANT
SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM
PLEASE READ THE FOLLOWING NOTES CAREFULLY.**

It is the policy of this Council and the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council or the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council, or School, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

DECLARATION OF CRIMINAL OFFENCES

Using the guidelines below please list **all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings**, including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

Cautions relating to an offence from a list (see below) agreed by Parliament

Cautions given less than 6 years ago (where you were over 18 years old at the time of the caution)

Cautions given less than 2 years ago (where you were under 18 years old at the time of the caution)

Convictions relating to an offence from a prescribed list (see below)

Convictions that resulted in a custodial sentence (regardless of whether served)

Convictions given less than 11 years ago (where you were over 18 years old at the time of the conviction)

Convictions given less than 5.5 years ago (where you were under 18 years old at the time of the conviction)

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write 'none' and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

| Nature of Offence(s) | Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s) | Sentence(s) |
|----------------------|-----------------------------------------------------------------------------------------------|-------------|
| | | |

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

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, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

Please complete this form and enclose it in the attached envelope.

Signed:

Name (please print in CAPS):

Position applied for:

Date