

# Pufnoe Woods Preschool



Wentworth Drive  
Bedford  
MK41 8QA  
01234 267832

## VOLUNTEER APPLICATION FORM

Please complete this form in black ink

### *PART I*

#### PERSONAL DETAILS

<b>Name:</b>
<b>Address:</b>
<b>Email:</b>
<b>Contact Number (home):</b>
<b>Mobile:</b>

<b>Name of current Employer</b>
<b>Address:</b>
<b>Work contact Number:</b>
<b>Email:</b>

#### REFERENCES

<b>Please supply names of two referees who can support this application and are familiar with your work - Not family members</b>	
<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Contact Number</b>	<b>Contact Number</b>
<b>Email:</b>	<b>Email:</b>
<b>In what capacity do you know this person</b>	<b>In what capacity do you know this person</b>

## FORMAL QUALIFICATIONS

<i>Subject</i>	<i>Qualifications Gained</i>	Date when qualifications gained

Do you have experience or knowledge of SEN/Childcare? Yes/No

If yes, please give details:

Please tell us why you would like to work for our organisation (continue on a separate sheet if necessary)

## ***Essential information to accompany an application form***

### ***General Information***

Do you hold a current full driving licence? Yes/No  
Do you need a work permit to work in the UK? Yes/No  
Date of Birth .....

### ***Disability***

Our organisation has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. If you do have a disability, please tell us if there are any reasonable adjustments we can make to help you carry out the role of trustee  
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### ***Criminal Record***

As our organisation meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1974, all applicants who are offered relevant employment will be subjected to a criminal record check from the Criminal Records Bureau before employment can commence. This will include details of convictions, cautions, reprimands or final warnings. With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences.

### ***Declaration of Criminal Record***

- Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police? (Please note that the position that you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, both spent and unspent). **YES/NO**
- Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post? **YES/NO**

If you answered yes to one or both of the above, please give details of all offences, penalties and/or police enquiries and dates on a separate sheet of paper and send it in a sealed envelope, marked confidential, for the attention of the chair of the trustees.

### ***Disqualification from working with children declaration***

Some people are not allowed to work with children because they are disqualified to do so. It is an offence if you employ someone who you know to be disqualified from working with children.

Some of the things that disqualify people from working with children are:

- convictions or charges of an offence against a child
- convictions or charges of certain offences against an adult (for example, murder, kidnapping, rape, indecent assault, assault occasioning actual bodily harm)

- being on the Protection of Children Act (POCA) list of persons considered unsuitable to work with children
- being on the DFES List 99 of people that are considered not fit and proper persons to work with children
- being made the subject of a disqualifying order
- being made the subject of an order where a child has been removed from his/her care or been prevented from living with him/her.

**Declaration:**

**I confirm that I am not disqualified from working with children.**

Signed.....

Dated.....

***Declaration***

I confirm that the information I have given is correct and complete and that any false statements or omissions may make me liable to removal without notice from the position. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that an Enhanced Disclosure will be sought in the event of a successful application.

**Privacy notice - Volunteer applicants**

We process personal data relating to those who apply to be a volunteer with us or who send speculative applications to us. We do this to assist us in the selection of candidates for voluntary roles, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an unpaid offer or contract between us.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email the Business & Finance Manager.

**I understand and agree that data contained in the application form will be used and processed for recruitment of volunteers. I understand and agree that should I become a volunteer, the information will only be used for this purpose. I agree to the organisation holding and processing this information.**

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