

APPLICATION TO WORK AS VOLUNTEER AT HUISH

PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES DIRECTOR

Application for the role of: **Volunteer - supporting teaching and learning**

PERSONAL DETAILS

Family name (Surname)

Title

Previous name(s)

Forename(s)

Known name (if different from Forename)

Preferred Contact Telephone Number

Home Address

Email

Postcode

Date of Birth

PRESENT (OR MOST RECENT) EMPLOYER - IF YOU ARE IN FULL TIME EDUCATION PLEASE PROVIDE DETAILS OF YOUR SCHOOL, COLLEGE OR UNIVERSITY

Name and Address of Employer

Job Title

Start Date

End Date (if appropriate)

EMPLOYMENT HISTORY (MOST RECENT FIRST)

Please give as much relevant information as possible. As this post is working with children and young people you must give your full employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please also include any other volunteering you have completed.

Name & Address of Employer

Dates From/To (MM/YY)

Job Role

Name & Address of Employer	Dates From/To (MM/YY)	Job Role

PERSONAL STATEMENT

Please briefly describe your motivation for wishing to volunteer at Huish



SUPPLEMENTARY INFORMATION

POSITIVE ABOUT DISABILITY: We welcome applications from people with disabilities

Do you consider yourself to have a disability?

Yes

No

DISCLOSURE OF CRIMINAL OFFENCES:

Working at Huish requires a Disclosure Certificate and therefore the Rehabilitation of Offenders Act does not apply. Please give details, including dates and places, of any otherwise 'spent' convictions, cautions and bind-overs. Please also detail if your name is on the Barred Lists maintained by the Disclosure and Barring Service of those disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Health Care Professionals Council or by the Secretary of State for Education.

REFERENCE AND DECLARATIONS

References: Please provide the name of a referee who can write with authority about your suitability to work as a volunteer. If you still attend school or college this should be your form teacher or tutor.

As the post involves working with children where possible, your referee should represent your current/most recent employer. A reference cannot be accepted from a relation or someone who knows you solely as a friend.

FIRST REFERENCE

Name of Referee		
Job Title of Referee		
Name of organisation		
Address (Including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (eg supervisor, tutor)		
Dates of your employment	From:	To:

SECOND REFERENCE

Name of Referee		
Job Title of Referee		
Name of organisation		
Address (Including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (eg supervisor, tutor)		
Dates of your employment	From:	To:

DATA PROTECTION LEGISLATION

DATA CONTROLLER: Somerset County Council

DATA PROTECTION OFFICER CONTACT: informationgovernance@somerset.gov.uk

PURPOSE FOR PROCESSING: to run recruitment processes

LEGAL BASES FOR PROCESSING: right to work, safer recruitment.

BY LAW: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

DATA SHARING: The personal data provided will be shared internally and may be disclosed to Government Departments where there is a legal obligation to do so.

TRANSFERS ABROAD: Personal data in our e-recruitment system is kept within the EEA by Lumesse.

DATA RETENTION: If you become a volunteer the data will be kept for the duration of your volunteering plus 6 years. If you do not become a volunteer the data will be destroyed after interview.

YOUR RIGHTS: You have the right to ask Huish to see a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if Huish has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

CONSEQUENCES: If you do not supply the information requested on this application form we will not be able to process your application.

- I confirm that I am entitled to live and work in the United Kingdom.
- I am willing for this data to be held and processed by Huish and to be verified with relevant third parties. This may include previous employers.
- The information on this form is accurate. I understand that providing false information is an offence and will lead to my application being disallowed or, my appointment as a volunteer being terminated and, where appropriate, may be referred to the police.

Signed

Date

If you complete the form electronically and submit online or via email, please type in your name into the signature box to indicate that you have read and agree to the declaration.



Date application received

Date application acknowledged

Criminal Records Disclosure Form

Please refer to the guidance notes on the reverse of this form before completing the following sections. On receipt of your application this form will be separated by the HR Director and any disclosure will not be considered until after shortlisting has taken place.

Please complete in **black ink**.

Full Name (Block Capitals):	
Post applied for:	

Please answer the following questions:

- 1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of offences, penalties and dates in the table below.*** (Note that the post you have applied for is exempted under the Rehabilitation of Offenders Act (Exceptions Order) 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. However the amendments to the Exceptions Order 1975 [2013] provide that certain spent convictions and cautions are 'protected and are not subject to disclosure – please refer to the guidance notes on the reverse of this form.

Please ✓ as appropriate: Yes (Please provide details) No (Proceed to Q2)

Date	Details

*If any circumstances change which would affect your response to this question, you must inform the Human Resources department of the details without unnecessary delay.

2. Have you ever been disqualified from working with children or vulnerable adults or subject to any other sanctions imposed by a regulatory body?

Please ✓ as appropriate: Yes (Please provide details) No (Proceed to Q3)

Date	Details

3. Do you pay an annual subscription to the Disclosure and Barring Service (DBS) Update Service?

Please ✓ as appropriate: Yes No

By ticking Yes you are giving us permission to check your DBS through the update service and will provide a copy of the original certificate when requested.

4. Please sign the following declaration and return this form to Clerk to the Corporation with your application form. If you do not complete this declaration we will be unable to consider your application.

I confirm that the information I have given on this form is correct and complete and I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me will be subject to a further check with the Disclosure and Barring Service and I hereby give my consent for Richard Huish College to carry out the relevant DBS status checks in line with the DBS Code of Practice.

I declare that I am not currently on the DBS Barred List and that I will notify the Human Resources department immediately if I do become barred in future.

If you return this form electronically you will be asked to sign this form if you are called for interview.

Signature:

Date: