



schools
WORKS

Academy Trust
Building children's
futures together

FOR OFFICE USE

Volunteer Ref # _____

Date _____

Volunteer Application Form

Thank you for your interest in volunteering with **Rustington Community Primary School**

Volunteers play a vital role in the community of our school. All volunteer applications are reviewed with consideration of current volunteer opportunities. The information you provide will be stored in confidence under the provisions of the Data Protection Act. Your completed form will be held securely and confidentially. Only authorised staff will have access to your information.

If you have any queries when completing this application form, please phone **01903 785271** or e-mail **office@rustington.academy**.

PERSONAL DETAILS

Name: _____ Mr. Mrs. Miss. Ms.

Address: _____

County: _____ Post Code: _____

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____ Date of Birth: _____

If you are involved with us as a volunteer and an emergency arises, whom should we contact?

Name: _____ Relationship: _____

Telephone: (Home) _____ (Mobile) _____

SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. As part of our commitment, we need to ensure that all potential volunteers satisfy our checks. Please note that potential volunteers will be required to undertake further checks, including references and will be required to provide a Disclosure from the DBS.

To complete a DBS check you will need to provide relevant evidence documents, listed on the attached sheet and make an appointment with the office to complete the process.

REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

REFEREES

1.

Name: _____

Address: _____

Place of Work: _____ Position: _____
(If applicable)

Relationship: _____ How long have they known you? _____

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

2.

Name: _____

Address: _____

Place of Work: _____ Position: _____
(If applicable)

Relationship: _____ How long have they known you? _____

Telephone: (Home) _____ (Mobile) _____

E-Mail: _____

YOUR SKILLS AND INTERESTS

1. Have you ever done any voluntary work before? Yes No

If you answered yes, please tell us a little about the experience.

2. Why do you want to volunteer now? What has motivated you?

3. Do you have any particular skills or qualities that you could use in your voluntary work?

4. What kind of voluntary work interests you?

- Class Based Volunteering (Hearing Children Read)
- School Trip/Outings Based Activities (Swimming, Museum, Farm, etc)
- School Event Based Activities (Fairs, Discos, etc.)
- Parents Association
- Other _____

Use this space if you wish to give more information about how you would like to help the school.

5. When are you available for voluntary work? Totally Flexible

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

Is there any additional information you would like to bring to our attention?

I declare that the information given in this application is, to the best of my knowledge, complete, accurate and may be used for purposes registered by the council under the Data Protection Act.

All my actions as a volunteer will reflect the ethos of Rustington Primary School and I agree that being Child Centered will be central to my role.

Signed _____ Date _____

For office use only	Notes
Volunteer Destination _____	
Volunteer Agreement Signed _____	
Volunteer Role Description sent _____	
References Collected _____	
DBS Completed _____	
Volunteer Start Date _____	

DISCLOSURE AND BARRING SERVICE (DBS)

As you may know the Government has created the Disclosure and Barring Service (DBS) to provide a central service for undertaking police and identity checks. All Organisations where people may come into contact with children, are required to ensure that these people are vetted via the DBS Certificate process.

Please make an appointment to complete an online DBS application. You will need to bring personal documents as detailed below.

The applicant must be able to show:

- one document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address

You will also need your National Insurance Number

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes
Mortgage statement	UK or EEA - Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA - Issued in last 3 months
Bank or building society account opening confirmation letter	UK - Issued in last 3 months
Credit card statement	UK or EEA - Issued in last 3 months
Financial statement, for example pension or endowment	UK - Issued in last 12 months
P45 or P60 statement	UK and Channel Islands - Issued in last 12 months
Council Tax statement	UK and Channel Islands - Issued in last 12 months
Work permit or visa	UK - Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application - Must still be valid
Utility bill	UK - not mobile telephone bill - Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK - Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands - Issued in last 3 months
EU National ID card	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands - Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided - Must still be valid