



Volunteer and Work Experience Application Form

Thank you very much for your interest in volunteering for Five Acre Wood School. If you need assistance with completing this form, please email us at hr@five-acre.kent.sch.uk or call 01622 743925.

Which volunteer/work experience role are you applying for?

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Please tell us about yourself

Title		Forename(s)	
Surname			
Address			
Post code			
Telephone			
Email			
Emergency contact: (Name, relationship to you & contact number)			

Have you already had contact with Five Acre Wood School? Y/N
(If yes please tell us about it)

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Please tell us why you would like to volunteer/complete work experience for Five Acre Wood School.

What kind of activities are you interested in?

Please tell us about your previous paid and/or voluntary work. Please also include about what skills and qualities you feel make you suitable for this volunteer role *(please note if we receive a number of applications for a role, we will use this information to shortlist for the volunteer interview. Please refer to the volunteer role description, in particular the skills and experience required for the role)*

	Referee 1	Referee 2
Name		
Occupation		
Address		
Email		
Telephone		
What is your relationship to this person?		

Criminal Record

You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Any appointment will therefore be dependent upon the completion of a satisfactory Disclosure and Barring Service (DBS) check.

Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Right to Work in the UK

All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Y/N

If you are successful in your application, would you require a work permit prior to taking up employment? Y/N

Data Protection Statement

I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

Declaration

By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks.

Thank you for taking the time to complete all of this information and thank you for your interest in Five Acre Wood School. Please return this form to:

Email: hr@five-acre.kent.sch.uk
Address: Five Acre Wood School
Boughton Lane
Maidstone
Kent
ME15 9QF

Signature:

Date: