



Volunteer Application Form

Section A

Please indicate below which Academy you are applying to complete voluntary work at?



The Alpha Academies Trust ☐



The Discovery Academy ☐



Eaton Park Academy ☐



The Excel Academy ☐



Reach Academy ☐



Maple Court Academy ☐



Sneyd Academy ☐

Title:	Surname:	Forename:
Home Address:		Telephone (Home):
		Telephone (Work):
		Mobile:
		Email:
		Date of Birth:

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References

Please nominate two referees. Referees should have direct knowledge of your professional capabilities and performance. In some circumstances character references may be accepted. References will not be accepted from relatives, or persons who know you as a friend.

1. Name:	Job Title:	Relationship to you:
Address:		Telephone:
		Email:
2. Name:	Job Title:	Relationship to you:
Address:		Telephone:
		Email:

The Alpha Academies Trust will seek the following information when seeking references: dates of relationship of the referee to you and length of time of the relationship: your job role within their organisation (if appropriate): your overall suitability for this post: your suitability for working with children including any child protection concerns you may have been subject to and any referrals made about you for misconduct or possible barring to the Independent Safeguarding Authority/ Government Department: your skills and competences: your strengths and weaknesses: your honesty and reliability: any causes of concern/ disciplinary issues including any allegations regarding your behaviour or judgement: if you already hold a DBS police check completed by your previous organisation (if appropriate): your referee's opinion regarding whether they would recommend a further opportunity for you to take on a role within their organisation along with any reason why we should not offer you a voluntary placement.

Eligibility to Work in the UK The Alpha Academies Trust requires all volunteers to be eligible to work in the

UK. You will be required to provide verification of this by providing evidence from one of the categories detailed below - please note, this list is not exhaustive, further guidance can be found on the gov.uk website for full details.

If appointed, and in order to comply with asylum and immigration legislation, you will be required to have entitlement to work in the UK. Please indicate below what evidence you will provide for this purpose.

	A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK
	A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer
	A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
	Registration Certificate or Document certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
	A permanent residence card or document issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland
	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
	A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay in the UK
	A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer
	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer

<p>A certificate of registration or naturalisation as a British citizen together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer</p>

Rehabilitation of Offenders Act

The Rehabilitation Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in dismissal.

Do you have any unspent convictions? ☐ Yes ☐ No

If YES, please give details of the offence(s), including the date and sentence:

Criminal Convictions

In addition, applicants are required to declare any pending criminal prosecutions they have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions or convictions as defined by the The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Guidance and criteria on the filtering of these 'protected' spent convictions and cautions can be found on the [Disclosure and Barring Website](#). The onus is on you, the applicant to check the Disclosure and Barring Service (DBS) website for this purpose when completing your declaration.

- (a) Do you have any cautions (including any final warnings or reprimands) or convictions which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

☐ Yes ☐ No

If the answer is "yes" to either of the above, you must record full details in a separate, sealed envelope marked with your 'Name', 'Confidential Criminal Record Declaration', and 'For the attention of the Principal, For the Addressee Only' and enclose it with your application. In accordance with statutory requirements, a conditional offer of appointment will be subject to satisfactory enhanced DBS clearance.

Are you registered with the DBS Update Service? ☐ Yes ☐ No

Volunteers of the Alpha Academies Trust will be required to undertake an enhanced DBS disclosure check prior to their placement (unless already registered with the DBS update service).

The fact that you have a criminal record will not necessarily debar you for consideration for this appointment. Failure to disclose may result in the withdrawal of any job offer in relation to this form.

Declaration & Consent

Under the terms of the Data Protection Act 2018 the information you provide will be kept confidential and will be used for the purposes of this process only. In signing this declaration you agree to the Alpha Academies Trust collating personal information contained in this application to be stored and processed for the purpose of arriving at a decision. If appointed, the information will be used to form the basis of your volunteer record.

I understand that the offer of a placement will be subject to criminal background checks, verification of current and valid permission to work in the United Kingdom, receipt of satisfactory references (for which I give my consent to the Alpha Academies Trust to seek all information as stated in the reference section of this application), a prohibition check and disqualification by association check (for primary academy employees only).

I declare that the information I have given in my application is complete and accurate. I understand that any false, omitted or misleading information may render my placement, if successful, liable to termination and possible criminal prosecution. In addition I consent for the reference information, as indicated in the reference section of this application, to be sought about me.

Signature:

Date:

Your volunteer application form should be emailed to apply@alphaacademiestrust.co.uk and we will reply to you as soon as possible.

Thank you very much for your interest in the Alpha Academies Trust and for the time and effort involved in completing this application.

If unsuccessful, your information will be stored both manually and electronically and will be disposed of after 6 months unless you specifically request otherwise. For successful applicants, information given in this application form, along with information received from pre-vetting checks will form the initial basis of your volunteer file.

Please note: If you are successful you will need to have completed all recruitment documentation & required training within a four week period. If you are not able to complete all recruitment requirements within these timescales, your offer of a placement may be withdrawn.

For HR use only: Assigned Candidate Volunteer Number _____

Section B

For HR use only:	Candidate Name	
	Assigned Candidate Volunteer Number	

Secondary, Further Education and Higher Education

Institution	Dates (year & month from/to e.g. 01/01/2016 to 31/12/2016)	Full or Part Time	Qualifications Obtained (with Subjects/Grades)
If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also account for any gaps in your education.			

In Service Training And Other Qualifications Obtained

Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form

Training Provider	Subject	Duration	Qualifications Obtained (if applicable)

Continued Professional Learning (CPD)

Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required.

Current / Most Recent Employment

Local Authority (If Applicable)	Name, Type and Size of Establishment	Position Held (If a teaching post please include main subjects taught & special posts, if any) state if full or part time	Reason for Leaving	Scale of Post and Current Salary. Please state any allowances received	Date appointed (year & month from/to e.g. 01/01/2016 to 31/12/2016) & Notice Period

Previous Employment – Starting with the Most Recent

Local Authority (If Applicable)	Name, Type and Size of Establishment	Position Held (If a teaching post please include main subjects taught & special posts, if any) state if full or part time	Reason for Leaving	Scale of Post and Salary. Please state any allowances received	Date appointed (year & month from/to e.g. 01/01/2016 to 31/12/2016)

Please detail any other work experience which you feel will support your application

Please account for all gaps in your employment record:

Supporting Statement

Please explain what you wish to achieve by completing voluntary work with the Alpha Academies Trust as well as detailing any work or personal experiences that you feel will help support your application.

Frequency of proposed voluntary work at the Academy:

Please specify the proposed days of the week and proposed number of weeks that you wish to work at the Academy _____

Also, proposed start and end date for your voluntary work at the Academy from _____ to _____

* Mon Tue Wed Thu Fri (* please circle all appropriate days)

Total number of Weeks Which Faculty/Department are you applying to volunteer? _____