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| **Please indicate below which Academy you are applying to complete voluntary work at?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **alpha_logo-smallThe Alpha Academies Trust** | **The Discovery Academy** | **Eaton Park Academy** | **The Excel**  **Academy** | **Maple Court Academy** | **Sneyd Academy** | |  |  |  |  |  |  | | | |
| **Title:** | **Surname:** | **Forename:** |
| **Please include details of all previous names:** | | |

Volunteer Application Form

**Section A**

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| **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.**



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| **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. | | | |

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| **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 onthe 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 oradoption 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 |
|  | 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 |

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| **Rehabilitation of Offenders Act/ Criminal Convictions/ Disclosure & Barring Service (DBS)**  The Rehabilitation Offenders Act 1974 requires volunteer applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in withdrawal of your voluntary placement.  We comply with the Disclosure & Barring Service code of practice. If your application is successful, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered).  For this reason, you will be required to complete a DBS self-disclosure detailing full details of your criminal record, this will need to be returned to us prior to your placement commencing. Please note, a criminal record will not necessarily debar you for consideration for a placement. However, failure to disclose may result in the withdrawal of any placement in relation to this form.  In accordance with statutory requirements, an offer of placement will be subject to a satisfactory enhanced DBS clearance. All volunteers of the Alpha Academies Trust will be required to undertake an enhanced DBS disclosure check unless already registered with the DBS update service, and every 5 years following this. **It is an offence to apply for the placement if you are barred from engaging in regulated activity relevant to children.**  Are you registered with the DBS Update Service?  Yes  No |
| **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, online social media check, 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. |

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| For HR use only: Assigned Candidate Volunteer Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section B**

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| For HR use only: | Candidate Name |  |
| Assigned Candidate Volunteer Number |  |

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| **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) |
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| 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. | | | |

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| **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) |
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| **Continued Professional Learning (CPD)** | | | |
| Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required. | | | |

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| **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** |
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| **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)** |
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| Please **detail any other work experience which you feel will support your application** | | | | | |
| **Please account for all gaps in your employment record:** | | | | | |

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| **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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |