

**Volunteer/Peripatetic Staff Application Form**

**Personal Details**

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| **Title:**  **Dr/Mr/Mrs/Miss/Ms** | | **Forename(s):** | | | | | | **Surname:** | | | | | |
| Address:  Postcode: | | | | | | | | Telephone Number(s):  Home:  Work:  Mobile:  Email Address: | | | | | |
| Date of Birth: | | | | | | | | | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Burgess Hill Girls? If so, please provide details: | | | | | | | | | | | | | |
| **Education - please start with the most recent** | | | | | | | | | | | | | |
| **Name of University/School/College** | | | **Dates of Attendance** | | | **Examinations** | | | | | | | |
|  | | |  | | | **Subject** | | | **Result** | | **Date** | | **Awarding Body** |
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| **Other Vocational Qualifications, Skills or Training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | |
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| **Employment** | | | | | | | | | | | | | |
| Current/most recent employer: | | | | Current/most recent employer’s address: | | | | | | | | | |
| Current/most recent job title: | | | | | | | | | | Date started: | | | |
| Brief description of responsibilities: | | | | | | | | | | Date employment ended (if applicable) | | | |
| Please state when you would be available to start  at the School: | | | | | | | | | |  | | | |
| **Career History** Please supply a **full** history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since secondary education. Provide, where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. Include a separate sheet where necessary. | | | | | | | | | | | | | |
| **Dates from - to** | **Employer name** | | | | **Details of role** | | | | | | | **Reason for leaving** | |
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| **Suitability** Please give your reasons for applying to the School and say why you believe you are suitable. Include details of any interests which could be relevant (include a separate sheet where relevant). | | | | | | | | | | | | | |
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| **Criminal Records** Coaching/Volunteering at the School is conditional upon the School receiving a satisfactory enhanced Disclosure from the DBS. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Have you been convicted by the courts of any criminal offence? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form  **Please provide below details of two referees. One should be your last employer and if you have previously worked with children, one should be able to comment on your experience and suitability inn this area. You can provide a character reference but no referee should be family or known to you solely as a friend.** | | | | | | | | | | | | | |
| **Referee 1** | | | | | | | **Referee 2** | | | | | | |
| **Name:** | | | | | | | **Name:** | | | | | | |
| **Organisation:** | | | | | | | **Organisation:** | | | | | | |
| **Address:** | | | | | | | **Address:** | | | | | | |
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| **Occupation:** | | | | | | | **Occupation:** | | | | | | |
| **Telephone Number:** | | | | | | | **Telephone Number:** | | | | | | |
| **Email Address:** | | | | | | | **Email Address:** | | | | | | |
| **Declaration**   * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not on the barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the selection process.   Signature ……………………………………………………………… Date ……………………….. | | | | | | | | | | | | | |