

School Application Form for Volunteers



Personal Details:

Surname: _____ Forenames: _____

Previous Surnames: _____ Title: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Postcode: _____ Telephone number: _____

School (where voluntary work is to be undertaken/for voluntary work) _____

Are you a Governor: Yes No

If you are a Governor please contact Governor Support on: 01978 298816

References: At least one of which must be your present employer; (or last employer if not currently working). Members and officials of Wrexham County Borough Council or any member of the School Governing Body to which you are applying, **must not be nominated.**

* (Not required for Governors)

Name & Address:	Name & Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Email:	Email:
Capacity known to you:	Capacity known to you:

Self Declaration: All the information disclosed will be treated in the strictest of confidence. As a Volunteer, your work will involve access to children, you are required to disclose all criminal convictions or cautions/reprimands/warnings which you have had and any appearance pending (this is an expected question under the Rehabilitation of Offenders Act 1974 and you must therefore give details of all convictions whether spent or unspent under that Act).

Your suitability as a volunteer will be considered on the basis of all information provided and any criminal convictions, cautions, reprimands and final warnings will not necessarily be a bar to obtaining voluntary work/employment.

1. Have you any previous convictions, cautions, reprimands or warnings YES/NO
 2. Do you have any pending prosecution YES/NO
 If YES to either questions 1 or 2, please give brief details overleaf

Date	Offence	Penalty or order of the court

3. Are you currently subject to any misconduct referral for possible inclusion on the ISA Children'/Vulnerable Adults' Barred List? YES/NO

If YES, Please give details:

I certify that the information given in this form is true and correct and I will co-operate fully with the checking process which will be notified to me by the Local Authority and which will involve the submission of my details to the Criminal Records Bureau.

SIGNED: _____ DATE: _____

Please pass this form to the Headteacher to authorise

Section A - to be completed by the Headteacher

SCHOOL: _____

I confirm that the person shown overleaf is considered to be suitable for his/her role as a Volunteer.

SIGNED: _____ DATE: _____
Headteacher

Section B - to be completed by the Local Education Authority

I can confirm that an enhanced check have been carried out with the Criminal Records Bureau for the person shown overleaf, and satisfactory clearance obtained.

ISA List Check Date _____
CRB Date _____ Certificate No. _____

The check was not satisfactory and risk assessment required by the school
Date _____

SIGNED: _____ DATE: _____
HR

Return Address: Human Resources Team, Children & Young People Service, Guildhall, Wrexham LL11 1AY Tel No: 01978 297403