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| **VOLUNTEER APPLICATION FORM** | Sunningdale_logo |
| **PERSONAL DETAILS** |  |
| Title: (Mr/Mrs/Miss/Ms)…………………………………… |  |
| Forename: ………………………………………………………… | Surname:………………………………………………………. |
| Address:……………………………………………………………………………………………………………………………………………  ……………………………………………………………………………. Postcode:……………………………………………………….. | |
| Tel No (home):……………………………………………………. Tel No (mobile):……………………………………………….. | |
| E-mail:……………………………………………………………………………………………………………………………………………….   ***(Please note volunteers must be over 16 years old)*** D.O.B …………………………………………………………….  **Emergency Contact:** Name………………………………………………………………….. Relationship:…………………………………………………….  Contact No:…………………………………………………………. | |

**RELEVANT EMPLOYMENT**

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| **Please state below any present or previous employment which you feel is relevant to volunteering in Sunningdale School (please state whether present or previous)** |

**QUALIFICATIONS AND SKILLS**

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| **What qualifications and skills do you have? Remember the skills that you have gained from employment and through activities and hobbies:** |

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| **Please state the reason for your interest in volunteering at Sunningdale School:** |

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| **Please give details of any previous voluntary work you may have done:** |

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| **Please give details of days/times of the week that you are available to volunteer:** |

**REFERENCES**

**Please give names and addresses of two people who we can ask for a character reference. This can be a current/previous employer or a friend or neighbour.   
Unfortunately we do not accept references from relatives.**

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| **NAME** | **ADDRESS** | **CONTACT DETAILS** |
| **(1)** |  | **Tel:  E-mail:** |
| **(2)** |  | **Tel:   E-mail:** |

**REHABILITATION OF OFFENDERS ACT**

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| Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1975 (Exceptions) Amendment Order 1986.  You are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust.  Any information given will be completely confidential. If you have been convicted of a criminal offence please state the date and the offence for which you were convicted.  Have you EVER been convicted of an offence or received formal caution/bound over order?  **Yes No**  If YES, please give details below: **………………………………………………………………………………………………………………………………………… ………………………………………………………………………………………………………………………………………… ………………………………………………………………………………………………………………………………………… …………………………………………………………………………………………………………………………………………  NB If you wish you may provide details in a separate envelope marked ‘Private & Confidential’**  Since volunteering within Sunningdale School will involve you working with and caring for children, you will be required to consent to an enhance disclosure (under the provision of the Police Act 1997). |

**DECLARATION**

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| I certify that to the best of my knowledge the information I have given on the application form is true and correct I understand that any false information given on this form may render the offer of voluntary work invalid and lead to termination of services at anytime. I also understand that the appointment is subject to satisfactory disclosure from the Criminal Records Bureau.  Signed…………………………………………………………………………………….. Date …………………………….. |

**This information is held in the school’s Volunteer file and also on the Volunteer database. Access to this information is restricted in accordance with the principles of the Data Protection Act. If you have any queries regarding the retention of this information please write to the Volunteer Co-ordinator at Sunningdale School, Shaftoe Road, Springwell, Sunderland SR3 4HA.**