



Exceptional Education at the Heart of the Community

## Volunteer Application Form

**Thank you for applying to volunteer with Oasis Community Learning!**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer Recruitment practice and pre-volunteering background checks will be undertaken before any appointment is confirmed. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 6 months during the 10 years prior to the commencement of your volunteering).

The information you provide in this form enables Oasis Community Learning to fulfil its statutory and regulatory safeguarding and safer recruitment obligations. If you have any questions about what is being asked of you in this form, or require assistance to complete this form please contact [      ].

### Guidance notes

- You must complete all sections of the application form
- Please write in black ink or type.
- If a section is not applicable to you, please state "N/A".
- Please return the completed form to the Academy c/o The Principal.

### Data Protection Act 2018

Please see the Privacy Notice on the Oasis Community Learning website which explains how we will protect the personal data that you provide in this form and, if successful in your application, during your time with us as a volunteer.

### Personal details:

Title: Mr/Mrs/Miss/Ms/Dr/Other (please state)	
Full First Name:	
Middle name(s):	
Surname:	
All other names currently used or known by:	
All other names previously used or known by:	
Date of birth:	
Place of birth: (city/province and country)	
National Insurance number:	

Current Address House Name/Number: Street: Town: County: Postcode:	
Permanent or other address used for correspondence (if different from current address)	
Email Address:	
Home telephone number:	
Mobile telephone number:	
Emergency Contact name and number:	
Nationality: (please provide details if you hold dual nationality)	
Are you related to, or a close friend of, a member of staff, governor or pupil of the Academy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name(s) of the person(s) and relationship:	
Have you lived <i>or</i> worked overseas for a period of six months or more during the past 10 years?	
If yes, please provided further details, including dates (mm/yy) and which countries you have lived in:	
Do you have Qualified Teacher status? If you do, please provide us with your Teacher Reference Number/DCSF Number	

**Personal Statement:**

Name of Academy:	
Please indicate what type of volunteering work you would like to apply for:	
Please explain why are you applying for voluntary work at the Academy:	

Please let us about yourself and outline any skills or experience that you will bring to the role and explain what you would like to achieve from volunteering:	
Please provide details of your availability to volunteer:	

### Employment history:

Starting with the most recent, please detail **all** employment history, including any unpaid or voluntary work, whether or not this overlaps with periods of paid employment (e.g. scout leader or sports coach). Please continue on a separate sheet if necessary.

Dates of employment		Name and full address of employer	Position held and typical duties	Reason for leaving
From (dd/mm/yy):	To (dd/mm/yy):			

### Gaps in your employment

If necessary, please provide details of any gaps in your employment and/or education history of three months or longer, e.g. travelling or raising children. If you were not based in the UK during this time, please provide details of your location. Continue on a separate sheet if necessary.

From (dd/mm/yy)	To (dd/mm/yy)	Reason	Location, including residential addresses

## References:

Please provide the names of two referees who can comment on your character and your suitability to work with children. These must be a senior representative of your current or most recent employer, and/or a senior representative of any organisation with which you have worked or volunteered with children or young people.

Where you have worked overseas for any period of six months or longer, please also provide (in addition to the above requirement) a reference contact for each employer (using a separate sheet if necessary).

<b>First Referee Name:</b>	<b>Second Referee Name:</b>
Job Title:	Job Title:
Address:	Address:
Post Code:	Post Code:
Email:	Email:
Telephone:	Telephone:
In what capacity is the above known to you?	In what capacity is the above known to you?

## Health Declaration

Upon agreement to volunteer with us you will be required to complete a Health Declaration to ensure that you are both physically and mentally fit to carry out the volunteering activity.

## Criminal Offences:

The successful volunteer will be required to give his/her agreement to the Disclosure and Barring Service check before any volunteering work commences. In the event of commencement of volunteering work, any failure to disclose convictions and cautions which calls into question your suitability for work with children could result in the termination of your volunteering agreement. Any information given about convictions and cautions will be treated in strictest confidence. It is a criminal offence for a barred list person to accept or knowingly apply for, offer to do, accept or undertake regulated activity work, paid or unpaid.

If you have convictions inconsistent with your with your volunteering role, OCL reserves the right to withdraw any volunteering activity.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please note, you must include all disclosable offences both in the UK and overseas.

Yes  No

If yes, please give particulars:

## DECLARATION

**I certify that to the best of my knowledge, the information given in this application is complete and correct and I understand that any false information or deliberate omission may, in the event of my engagement to volunteer, result in the discontinuation of the volunteering work I undertake with Oasis Community Learning.**

**I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Oasis Community Learning of my suitability for volunteering work at its academies. I hereby authorise Oasis Community Learning to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Oasis Community Learning with any information about me which that person holds which is relevant to my application for voluntary work.**

**I understand that information given in this application, and any other subsequent information provided, will be held securely and processed in accordance with the Data Protection Act 2018.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## What happens next?

If the Academy you have applied to work at as a volunteer has an appropriate role for you to fulfil then you will be invited to attend for interview.

If you are successful at interview then, before you can start your volunteering role we will need to:

1. Verify your identity; and
2. Obtain an Enhanced Disclosure & Barring Certificate (with or without Barred List check – depending on the role you will be taking on); and
3. Obtain 2 satisfactory references; and
4. Verify your physical and mental fitness to carry out the role you have volunteered for; and
5. Receive such overseas criminal records checks as may be required, depending on your circumstances; and
6. Organise for you to undertake our Safeguarding Training and any other relevant training for your role; and
7. Send you a Volunteer Agreement which sets out the terms of the arrangements between us.