

 FOUNDED BY WILLIAM OF WAYNFLETE, 1480

**Information on Appointments, and Explanation of the Application Form**

**VOLUNTEERS and TRIP ADVISERS**

The school is required to use approved recruitment procedures for volunteers, including a DBS clearance if contact will be what is called ‘frequent or intensive’ – four or more times per month, or overnight. In addition to DBS clearance, schools are encouraged to have an application form, to take up at least one reference (which may be from another parent in the case of volunteers) and to consider an informal interview. This Application Form is designed to be as brief as possible, whilst neglecting no required detail, and is a Word document.

It is school policy to prefer email as the best format for communication with the school, supplemented by telephone calls where appropriate. When submitting this form electronically, please type your answers in italic, and in a colour if possible. Please also email a curriculum vitae **(Trip Advisers only)** with your application form. These forms should be sent to the email address specified on the job description and/or advertisement.

**H.L. Pike**

**Master**

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Registered Company 2106661 Registered Charity 295785

**There are separate Application Forms for (i) Teaching Staff; (ii) Support Staff; (iii) Peripatetic, Sports Coaches and Assistant Directors and (iv) Parent Volunteers and Trip Advisers. Please ensure that you complete and submit the correct form.**

**VOLUNTEERS AND TRIP ADVISERS**

**I. PRELIMINARY DETAILS**

**Start Date: …………………………..**

**I am completing this form in order to be a (add X to the appropriate box):**

**Volunteer:**

1. **Parent [ ]**
2. **Trip Adviser [ ]**
3. **Other (please state) ………………………….**

**II. CONTACT DETAILS**

**Surname:**

**Title (eg Mr Mrs Miss Ms Dr):**

**Forenames:**

**Maiden name (if appropriate):**

**Any other names by which you have been known:**

**Date of Birth:**

**Current address:**

**If you have been at your current address for less than 5 years please provide any previous addresses during this period. If appointed, and before commencing employment, you will be required to obtain a police check from every foreign country you have lived in for an extended period during this time frame.**

**Current mobile and landline telephone numbers:**

**Email address:**

**III. EDUCATION AND QUALIFICATIONS**

**TRIP ADVISERS ONLY: a current *curriculum vitae* should accompany this form.**

**PARENT VOLUNTEERS ONLY: no information is required in this section.**

**IV. REFEREES**

**Trip Advisers:**

**Please give the name of two referees. One should be your current employer, if applicable. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. The school is unable to accept references from relatives or referees writing solely in the capacity of friends.**

**Parent volunteers:**

**There are no restrictions as to who may serve as a referee. We should prefer the names of relatives not to be given, but fellow parents are entirely acceptable.**

**Details of First Referee**

|  |
| --- |
| **Name** |
| **Position** |
| **Address** |
| **Telephone Numbers** |
| **Email** |

**Details of Second Referee**

|  |
| --- |
| **Name** |
| **Position** |
| **Address** |
| **Telephone Numbers** |
| **Email** |

**V: TERMS AND DECLARATIONS**

**The Disclosure and Barring Service and Rehabilitation of Offenders Act 1974**. MCS Appointments Procedures conform to the provisions of this Act as well as to Guidelines recommended by the Disclosure and Barring Service. Applicants should note that a criminal record is not necessarily a bar to obtaining a position at the school. In order to secure the safest possible environment for children in the school’s care all employees are required to receive an Enhanced Disclosure and random checks may be made with previous employers in order to verify the details provided on this form. If you know of any reason why you should not be successful in securing such a disclosure, you should declare it in the box below or in a covering letter.

|  |
| --- |
| **Section V Supplementary Details Box** |
|  |

**Declaration**

I declare that

* All details provided by me as any part of this application are true and correct
* I have not been disqualified from working with children, nor am I disqualified by association by means of living in the same household where another person who is so disqualified lives or is employed.
* I am not on DfES Barred List or the Protection of Children Act List
* I know of no reason why I should not be eligible for this post and able to carry out my duties if appointed.

Signed and submitted:

Date: