CONFIDENTIAL

Application for the post of: Volunteer at St Anne's Catholic Primary School

Xavier Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

Why are you applying for voluntary work at the school?
Please include any skills or experience that you bring to the role, what is your motivation for wanting to work with children or young people and explain what you want to achieve from volunteering. You can also give details of any education, qualifications, training or courses you have successfully completed that may be relevant to this application
Please give details of any volunteering you have done previously or relevant employment.

Support for Volunteers
We welcome applications from disabled people and require a range of abilities and skills. In order to consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

Personal Details:			
Title		First Name(s)	
Surname		If you have previously been known by another name, please specify:	
Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		

Referee

Please supply the name and contact details of a referee who can comment on your suitability for this role.

If you are not currently volunteering or working with children but have done so in the past the referee should be the employer by whom you were most recently employed in work with children (this may include voluntary or unpaid work).

If your reference relates to your employment at a school or college your referee **must** be the Headteacher or Principal.

A personal referee is acceptable if you have not been employed in the past 5 years but should be someone who knows you in your community and not a relative.

Your referee will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations.

Referee 1	
Name: Position: Telephone: Email address:	Address: In what capacity do you know the referee:

Online Searches:

In line with the statutory guidance document Keeping Children Safe in Education (2023), the Xavier Catholic Education Trust will conduct online searches on all volunteer candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- a Google search of the candidate's name linked to their previous school, place of work or area of residence.

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of appointment as a volunteer being obtained, may result in action being taken, up to and including dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	

Thank you for your application.

Retention of Application Forms: It is the School's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑