



**EDUCATION  
TRUST**



## Volunteer or Professional Independent Application Form

*Coleham School and The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees, professional services providers and volunteers to share this commitment. Enhanced DBS checks are completed for staff and volunteers.*

<b>Personal Details</b>
Title (select as appropriate) Mr / Mrs / Miss / Ms / Other
Full Legal Name:
Address:
Email address:
Mobile No: Home:
Emergency contact numbers (who can we call if you have an accident in school)

### Please provide details of your visit to school

**Professional Independent:** E.g. Reason for visit, name of who instigated/arranged visit, name of pupils involved, day/time agreed, frequency and duration of visits, number of weeks/period of time they will continue for, supervised or one-to-one, facilities/equipment required etc.

**Volunteers:** classroom/reading with children/trips, preferred age groups to work with, set day, am/pm/all day sessions, any educational training you are undertaking which you need a voluntary placement for, any specialist requirements

**Club Leader:** What Club has been agreed with the school

## References

Please provide two professional references. These should be from your current and previous employer or current/previous voluntary work/education tutors. Please use the most senior person at the organisation. Character References can be provided if you do not have professional referees. Please let your referees know that we will be contacting them. References must not be from the same employer/org.

<b>Referee 1</b>
Organisation Name:
Address:
Name of Referee:
Job Title:
Email Address:
Phone No:

<b>Referee 2</b>
Organisation Name:
Address:
Name of Referee:
Job Title:
Email Address:
Phone No:

## Safeguarding Vulnerable Groups Act 2006

Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated? Yes / No

If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.

I have attached details requested above: Yes / No

**Please note that it is a criminal offence for a person that has been barred from working with children and young people to work or volunteer in a school.**

## Rehabilitation of Offenders Act 1974

Please note that for any role in a school **you must declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered "spent" in other circumstances.

- Have you ever been convicted of a criminal offence? Yes / No
- Are there any alleged offences outstanding against you? Yes / No

If you have answered YES to either of the questions above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'.

## Declaration

I declare that the information given on this application form is true and correct.

**Date:**

**Signed:**

## How to return your form

Please email your completed application form to [admin@col.318education.co.uk](mailto:admin@col.318education.co.uk)