*Thank you for applying to Volunteer with us and for giving your time generously to work with children in our schools.*

**INFORMATION FOR VOLUNTEERS**

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties 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 3 months or more in any one country since the age of 16 years) and your country of origin.**

**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”.
* Volunteers should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

**Data Protection Act 1998**

Cognita Schools have a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to that act. By completing and signing this form, you understand and agree to Cognita using this and other data to create and maintain records on you and for statistical purposes in accordance with the Data Protection Act 1998. Should you commence volunteering work, you agree that this information will be kept for the duration of this work and for a period of time following this. You have the right to request a copy of the data held on you.

**Disqualification by Association**

There is a requirement for Cognita to ensure that any individuals who fall in to any of the categories outlined below are made aware of the legislation relating to Disqualification by Association, as specified in regulation 9 of the Childcare (Disqualification) Regulations 2009.

These regulations relate to candidates who:

* apply to work in early years childcare (i.e. up to and including reception class age) This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range, or;
* apply to work in the later years provision for children under 8) (i.e. staff who are employed to work in childcare provided by the school **outside** of school hours for children who are above reception age but who have not attained the age of 8) This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision, or;.
* apply for a role where they will be directly concerned in the management of such provisions

Those volunteers who fall in to any of the categories listed above will be required to complete a DBA Declaration Form prior to volunteering with us.

**Personal Statement:**

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

**Please complete your 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: |  |
| Place of birth: (city/province and country) |  |
| National Insurance number: |  |
| Current Address  House Name/Number:  Street:  Town:  County:  Postcode:  Date moved to this address: |  |
| 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 this school? | Yes No |
| If yes, please state the name(s) of the person(s) and relationship: |  |
| Do you hold a current driving licence? | Yes No |
| Do you have regular use of a vehicle? | Yes No |
| Have you lived *or* worked overseas for a period of three months or more in any one country since the age of 16? |  |
| If yes, please provide further details, including dates (mm/yy) and which countries you have lived in: |  |

**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): |
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**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.

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

**References**

Please provide the names of three referees who can comment on your character and your suitability to work with children. These referees can either be professional references or character references.

Where you have worked overseas for any period of three months or longer, please also provide a reference contact for each employer (using a separate sheet if necessary).

If you are known to either of your referees by another name, please give details.

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| --- | --- |
| **First Referee Name:** | **Second Referee Name:** |
| Job Title: | Job Title: |
| Address:  Post Code: | Address:  Post Code: |
| Email: | Email: |
| Telephone: | Telephone: |
| In what capacity is the above known to you? | In what capacity is the above known to you? |

|  |
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| **Third Referee Name:** |
| Job title: |
| Address:  Post Code: |
| Email: |
| Telephone: |
| 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 appointment by the Company, the Company 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.

YesNo

Signed: Date:

If yes, please give particulars:

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| **DECLARATION (APPLICANTS FOR WELSH SCHOOLS ONLY)**  **I certify that to the best of my knowledge I am not barred, disqualified from teaching or subject to any sanctions.**  **Signed: ------------------------------------------------------------------------------------ Date: ---------------------------------------------** |

**DECLARATION (ALL APPLICANTS)**

**I certify that to the best of my knowledge, the information given in this application is factually 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 Cognita Schools.**

**I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy Cognita Schools Limited of my suitability for volunteering work at its schools. I hereby authorise Cognita Schools Limited, its schools and its agents to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide Cognita or its agents 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 on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for volunteering purposes.**

**Signed: Date:**

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| --- |
| **Office Use Only**  **Name of Reviewer:**    **Date:** |