



Meltham CE Primary School
Holmfirth Road, Meltham, Holmfirth HD9 4DA

T 01484 850671

E office.meltham@kirkleeseducation.uk W <http://www.melthamceschool.co.uk>

Headteacher Mr P Gibbins

Application for Volunteer in school

Personal Details

Title (select as appropriate):	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Surname(s):		
First name(s):		
Previous surname(s):		
Address:		
Post Code:		
Email Address:		
Telephone:	Work:	Home:
	Mobile:	

Reasons for applying for voluntary work:

Previous Employment

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

Job Title	Main Duties	Name and Address of Employer	From	To	Reason for Leaving

Criminal Convictions

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become 'spent' after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance: <https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

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) by SI 2013 1198? Please give details below:

Date	Details of conviction, caution, reprimand or warning	Penalty

Are there any matters pending? Yes No

If 'Yes' please give details		
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I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application

Last name:

First name:

Signed:		Date:	

We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail

The information on this form is collected to comply with Safer Recruitment guidelines as in the School's Safer Recruitment Policy