

APPLICATION FOR VOLUNTEER AT NCW

PERSONAL DETAILS

|  |  |
| --- | --- |
| Preferred Title | Mr / Mrs / Miss / Ms / Dr / Other (please specify) |
| Full Name |  |
| Address |  |
| Mobile Telephone no. |  |
| Home Telephone no. |  |
| Email Address |  |
| Date of Birth |  |
| National Insurance |  |
| Teacher Ref Number(If applicable) |  |

## DETAILS OF PRESENT OR LAST EMPLOYMENT

|  |  |
| --- | --- |
| Employer’s Name |  |
| Employer’s Address |  |
| Start Date |  |
| Finish Date |  |
| Salary |  |
| Job Title and Outline of Duties |  |

## DETAILS OF PREVIOUS EMPLOYMENT

|  |  |
| --- | --- |
| Employer’s Name |  |
| Employer’s Address |  |
| Start Date |  |
| Finish Date |  |
| Salary |  |
| Job Title and Outline of Duties |  |
| Reason for leaving |  |
| Reason for gap in employment |  |

## DETAILS OF PREVIOUS EMPLOYMENT

|  |  |
| --- | --- |
| Employer’s Name |  |
| Employer’s Address |  |
| Start Date |  |
| Finish Date |  |
| Salary |  |
| Job Title and Outline of Duties |  |
| Reason for leaving |  |
| Reason for gap in employment |  |

## DETAILS OF PREVIOUS EMPLOYMENT

|  |  |
| --- | --- |
| Employer’s Name |  |
| Employer’s Address |  |
| Start Date |  |
| Finish Date |  |
| Salary |  |
| Job Title and Outline of Duties |  |
| Reason for leaving |  |
| Reason for gap in employment |  |

## EDUCATION

|  |  |
| --- | --- |
| University/College |  |
| Start Date |  |
| Finish Date |  |
| Qualifications obtained and grades |  |

|  |  |
| --- | --- |
| University/College |  |
| Start Date |  |
| Finish Date |  |
| Qualifications obtained and grades |  |

|  |  |
| --- | --- |
| Secondary School |  |
| Start Date |  |
| Finish Date |  |
| Qualifications obtained and grades |  |

## AVAILABILITY

|  |  |
| --- | --- |
| Please indicate your availability (days / times) |  |

## VOLUNTEERING

|  |  |
| --- | --- |
| Please indicate areas in which you would like to be involved | Ie: Driving / Education / Fundraising / Marketing / Mentoring / Scribing for exams / Shopping / Sports / Workshops – the list is endless!! |

## TRAINING

|  |  |  |
| --- | --- | --- |
| Training / Skills | Qualifications Obtained | How Obtained |
|  |  |  |

## MEMBERSHIP OF RELEVANT BODIES

|  |  |  |
| --- | --- | --- |
| Name of relevant Institute / Body | Qualifications Obtained | How Obtained |
|  |  |  |

## FURTHER DETAILS

|  |
| --- |
| Please provide details on:(a) Why you are applying for this post?(b) Relevant experience in support of your application and relate them to the job description and person specification;(c) What skills and personal qualities would you bring to the position? |
|  |

Please indicate any family or close relationship to existing employees or employers (including Governors):

## REFEREES

(Please provide the name of two referees, one of whom should be your last / most recent employer)

|  |  |  |
| --- | --- | --- |
|  | Referee 1: Current / latest employer | Referee 2: |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Telephone Number |  |  |
| Email Address |  |  |
| Relationship to candidate: |  |  |
| Is this a professional or personal reference? |  |  |
| Please indicate your agreement for us to contact | YES / NO | YES / NO |

NCW undertakes to interview disabled people who meet the minimum / essential criteria detailed on the person specification. For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm, therefore, whether you have a disability: YES / NO

|  |
| --- |
| If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify |
|  |

Please note that any offer of employment will be subject to an Enhanced Disclosure and Registration through the DBS and Health clearance which will arranged by the College.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared.

By signing this application, the applicant confirms they are not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, eg General Teaching Council (GTC), and have no convictions, cautions or bind-overs, or have attached details of such records in a sealed envelope marked confidential.

NCW will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualification, before interview.

If the applicant is currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children, but has done so in the past, that previous employer will be asked about those issues.

To provide false information is an offence and could result in the application being rejected or summary dismissal if the application has been selected, and possible referral to the police.

I confirm that the details in this application are correct and complete.

Signed: Date:

Please return to: upload to the NCW website

Email to: Recruitment@ncw.co.uk

Post to: HR

New College Worcester

Whittington Road

Worcester

WR5 2JX

All applications will be acknowledged by email



EQUAL OPPORTUNITIES MONITORING INFORMATION

# CONFIDENTIAL

Please complete in black ink and return with your completed application form.

The information you supply on this form will be separated from the application form prior to shortlisting. Please complete all questions by ticking the appropriate response or entering the information requested.

|  |  |
| --- | --- |
| Name: |  |
| Role: | VOLUNTEER |

How did you hear about this vacancy / position? Please specify:

|  |  |
| --- | --- |
| Newspaper |  |
| Through Job Centre |  |
| Through an employment agency |  |
| Friend / relative / colleague |  |
| Internal advert (NCW staff) |  |
| Websites | NCW / ETeach / TES / NASS / Twitter / Facebook / Other (Please specify)\*:  |
| Other, please specify |  |

|  |  |
| --- | --- |
| Date of Birth: |  |
| Gender: | Female / Male / Trans Male / Trans Female / Gender non-conforming \* |
| Marital status: | Single / Married / with Partner / Divorced \* |

Please indicate how you prefer to describe your ethnic origin.

(Note: These are the categories recommended by the Commission for Racial Equality)

|  |  |
| --- | --- |
| Asian Bangladeshi |  |
| Asian Indian |  |
| Asian Pakistani |  |
| Black African |  |
| Black Caribbean |  |
| Mixed Ethnic Group |  |
| White British |  |
| White Irish |  |
| White Scottish |  |
| White Welsh |  |
| White Irish Traveller |  |
| Chinese |  |
| Other (Specify) |  |

For employment purposes, a disabled person is identified as a person with a physical, sensory or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

For employment purposes, are you disabled? YES / NO \*

\* Please delete as appropriate