



# Volunteer Application Form

POST YOU ARE APPLYING FOR		
Volunteering post applied for:	School:	Application Date:

YOUR DETAILS			
Title:	First name:	Surname:	Previous names (if you have any)
Address:		Mobile phone number:	
		Daytime phone number:	
		Email address:	
		Postcode:	

NEXT OF KIN INFORMATION			
Title:	First name:	Surname:	
Address:		Mobile phone number:	
		Daytime phone number:	
		Email address:	
		Postcode:	

CURRENT EMPLOYMENT (Continued on next page)				
Present or most recent employment If you have more than one employment please provide the same information for each job.				
Dates (month and year)		Employer's Name & Address	Job title / Duties	Key Responsibilities
From:	To:			

Dates (month and year)		Employer's Name & Address	Job title / Duties	Key Responsibilities
From:	To:			

### PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Dates (month and year)		Employer's Name and Address	Job title / Duties	Reason for leaving
From:	To:			

### EDUCATION, TRAINING AND DEVELOPMENT (continued on next page)

Secondary School / College/University / Apprenticeship including current studies, with the most recent first.

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/ grade

**EDUCATION, TRAINING AND DEVELOPMENT** (continued)

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/ grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

**LEARNING AND DEVELOPMENT**

Please include dates. (e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

Course	Dates

**PROFESSIONAL / TECHNICAL MEMBERSHIP**

Please include details of any professional or technical membership. Please leave blank if not applicable.

Name of professional / technical body	Grade of membership

## VOLUNTEERING SUPPORTING STATEMENT

Please tell us why you would like to volunteer. Explain what you are able to offer our school and our pupils - please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities.

## ADDITIONAL INFORMATION

Are you eligible to work in the UK? (Please answer Yes or No)

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Academy for Character and Excellence volunteering (Please answer Yes or No.  
If Yes, please supply details in the box below)

It is a requirement that all volunteers are DBS checked, without this check you will be unable to volunteer within our Trust. All volunteers will be subject to this check before they are able to work within a school.

## REFERENCE

Please give details of a referee, which should be your most recent or current employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the school volunteering post.

The reference will be taken up before you commence volunteering.

Name of referee	
Occupation / Relationship:	
Address:	
Email:	
Telephone number:	
How long have they known you?	

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## FINAL DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes by ACE under the Data Protection Act. I understand that if, after commencement of my volunteering, any information is found to be inaccurate may lead to me being asked to stand down from the volunteering position.

Signature:

Date:

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES BY THE ACADEMY FOR CHARACTER AND EXCELLENCE UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY ACE. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT.

Thank you for taking the time to complete this form. Please return it to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk)

- Please ensure that this application form is **saved in pdf format**.  
Submission in any other format may result in us not being able to read your full application.

