



Volunteer application form

Information for applicants

The details on this application form will help Fast Progress Tuition (FPT) to decide your suitability for working with and around our pupils – their health, safety and general wellbeing is our prime concern, so we want to take all necessary precautions to protect them.

Data Protection

In accordance with our obligations under the Data Protection Act 2018, the information you disclose in this form will not be kept for longer than its purpose or be shared with any other organisation unless required by law.

With regards to references, FPT may contact the specified referees to confirm the information you have provided.

All information offered by volunteers is stored securely in both paper and electronic forms. Data offered by unsuccessful candidates is kept for 12 months after FPT receives your application.

Equal opportunities

FPT appreciates and promotes diversity in our workforce – we aim to ensure that people from all backgrounds can work at the school, to ensure our pupils leave FPT with a well-rounded view of the community and the people within it. With this in mind, FPT encourages all people to volunteer with us and will review applications from any person, regardless of the following characteristics:

- Age
- Disabilities
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Relationship status
- Pregnancy

Safeguarding

FPT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Please contact the admin@fastprogress tuition.com for more information regarding volunteering opportunities at FPT and for more information about the FPT's obligations and



approach to data protection, equal opportunities and safeguarding – this information is available in the following policies:

- Data Protection Policy
- Equality Information and Objectives Policy
- Child Protection and Safeguarding Policy

Application form

Personal details

Name:	
Previous name:	
Telephone number (home):	
Telephone number (mobile):	
Email address:	
Role applied for:	

Address line one:	
Address line two:	
Town:	
Postcode:	

Relevant employment/volunteering history

Start date	Date of last day	Position held	Type of role (full-time, part-time, voluntary)	Reason for leaving	Reference available? ✓ ✗



Relevant training and education

Start date	Date of last day	Name of provider	Subject	Level	Grade	Date awarded

References

All volunteer applicants must give two recent and relevant references – the first of which must be from your current or most recent employer or organisation you volunteered for. References from friends, schools and/or colleges will only be accepted where candidates are applying straight from full-time education, or where candidates are able to provide an acceptable reason why a previous employer cannot be contacted. Please ensure all the contact details you have specified are correct and inform the referees you select that the school will contact them. The address information the school requires relates to the referee's work address, where applicable

Referee one

Name of referee:	
Relationship to candidate:	
Telephone number (work):	
Email address:	

Address line one:	
Address line two:	
Town:	
Postcode:	



Referee two

Name of referee:	
Relationship to candidate:	
Telephone number (work):	
Email address:	

Address line one:	
Address line two:	
Town:	
Postcode:	

Criminal offences

As it involves working with children, this volunteer role is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

In addition to abiding by the Rehabilitation of Offenders Act 1974, all volunteers who work in 'regulated activity' with pupils will require an enhanced Disclosure and Barring Service check.

In accordance with the DfE's 'Keeping children safe in education', a volunteer is considered to be engaging in regulated activity if they:

- Will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children.
- Will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- Engage in intimate or personal care or overnight activity, even if this happens only once.

With the above in mind, please answer the following questions honestly – false statements or withholding information will result in one of the following actions being taken:

- Your application will be taken no further
- An offer of employment will be withdrawn



- Disciplinary action leading to dismissal, if you have already started volunteering with the school

Do you have any previous spent or unspent criminal convictions to declare in relation to the information above?

Yes

No

Have you ever been disqualified from working with children?

Yes

No

If you answered yes to either of these questions, please give details below:

Supporting statement

Please include any skills or experience that you bring to the role, explain your motivations for wanting to work with children or young people and outline what you want to achieve from volunteering.



Declaration

By signing this form, I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form could result in my application for a volunteer role being rejected or terminated. I agree that the information I give you in connection with this application may be stored and processed for the purpose of personnel management.

Signed:

Date:

