

CHARTERS SCHOOL VOLUNTEER APPLICATION FORM – Associate Staff

Guidance Notes for Applicants

Thank you for your interest in working as a volunteer at Charters School.

We will use this form to help to decide your suitability and to match your interests and skill set to the appropriate faculty within the school. Please make sure that it is legible, accurate and complete. You should complete all sections of the application form. Either type or write clearly in **black ink** - this helps with photocopying.

Data Protection Act 1998

We will not share your information with any other organisation unless required to do so by statute.

More data protection information, including guidance on how to submit a request for your personal information, can be found on the Royal Borough of Windsor & Maidenhead website www.rbwm.gov.uk

Safeguarding the Vulnerable

RBWM has a responsibility for and is committed to safeguarding and promoting the welfare of children and young people to ensure that they are protected from harm

Criminal Records Bureau Clearance

All roles within Charters School require a CRB check, therefore you will be required to complete the appropriate CRB documentation.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 makes it unlawful for us to take into account offences in relation to which the person concerned is deemed to be rehabilitated.

This means that after a certain period of time (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred.

Important Notes: If the post is covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 detail must be given about all convictions, whether spent or not.

Disclosure of Criminal Background - explanatory note to applicants – Criminal Records Bureau:

1. Introduction

1.1 The position for which you are applying has been determined by the Royal Borough of Windsor & Maidenhead as exempt from the Rehabilitation of Offenders Act 1974 in line with guidance from the Criminal Records Bureau. Therefore you are required to declare any convictions you may have even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

2. Factors to be considered

2.1 The disclosure of a criminal record will not debar you from joining us unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable.

2.2 The factors to be taken into account are:

- 2.2.1 the responsibilities of the position,
- 2.2.2 the vulnerability of children or adults supported,
- 2.2.3 the nature of the offence(s),
- 2.2.4 the number and pattern of offences (if there is more than one),
- 2.2.5 how long ago the offence(s) occurred,
- 2.2.6 the age of the offender when the offence(s) occurred.

3. Access to records of criminal convictions

3.1 Under government regulations the Borough is able (with your consent), to access records of criminal convictions to verify the information you supply. (The Bureau is an executive arm of the Home Office which carries out criminal conviction checks for employers). Information on the Bureau can be accessed on the internet at: www.crb.gov.uk. **If you do not give your permission it will not be possible to consider your application further.**

3.2 As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department of Education and Skills.

3.3 Information received from the Bureau will be kept in strict confidence and will be destroyed following the recruitment decision. Information will be retained for 6 months (or where services are CSCI inspected until the next inspection) after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information.

3.4 You will be sent directly the results of your check by the Bureau.

3.5 If the Bureau check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

4. Further Advice

4.1 If you would like to discuss whether a conviction you have may debar you from working in the role for which you are applying, you may telephone the HR Unit on 01628 796000, then choose Option 1, then Option 3, in confidence for advice.

Please detach and retain the above information before submitting your details.

Please return your Volunteer Application Form and Criminal Disclosure Form to:

**Mrs Sally Cronk, School Manager, Charters School, Charters Road, Sunningdale,
Ascot SL5 9QY**

or preferably by email to: crons001@rbwm.org

CHARTERS SCHOOL VOLUNTEER APPLICATION FORM – Associate Staff



PERSONAL DETAILS

Last Name:

Forename(s):

Previous Names(s):

Title (e.g. Mr, Mrs, Miss, Ms):

National Insurance Number:

Tel Nos. Home:

Work (if convenient):

Home Address:

Mobile:

Postcode:

Email Address:

EMPLOYMENT DETAILS

PRESENT OR MOST RECENT EMPLOYMENT (if applicable)

Name of Employer

Address

Present post

Date appointed

Brief description of duties and responsibilities

OTHER VOLUNTARY OR UNPAID WORK UNDERTAKEN (if any)

INTERESTS, SKILLS AND EXPERIENCE

Please describe your interests, skills and experience so that your skill set can be matched to the appropriate Faculty.

Please continue on a separate sheet if necessary.

Rehabilitation of Offenders Act 1974

Having current convictions does not automatically bar you from being involved in the School. We will consider applicants on their merits and in relation to the post for which they are applying. Some posts, such as those that involve working with children and vulnerable adults, are exempt from the Act and previous offences must be disclosed. If you need further information, please refer to the Disclosure of Criminal Background Form.

You are therefore required to give full details of all convictions and cautions or prosecutions pending, including any 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the School.

Do you have any criminal convictions that are not considered 'spent' as defined by the Rehabilitation of Offenders Act 1974? Yes No

Have you ever been cautioned or have any prosecutions pending? Yes No

If YES, please give details below:

CRIMINAL RECORDS BUREAU

All posts within Charters School require an Enhanced CRB check.

Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with the Council.

I declare that the information given on this form is, to the best of my knowledge, correct.

Signed

Date

End of Volunteer Application Form now please complete the Disclosure of Criminal Background Form

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

**STRICTLY CONFIDENTIAL
Disclosure of criminal background**

The Royal Borough has an obligation to ensure as far as possible that persons (either employed or as volunteers) who work with children or vulnerable adults in Borough services are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions, cautions and bindovers so they may be taken into account when your application is considered.

The explanatory notes provided give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read them before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose any convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including “spent” convictions and any prosecutions pending.

Have you ever been convicted of a criminal offence, cautioned or have any prosecutions pending? YES / NO

If YES, please give details of all convictions and cautions, including “spent” convictions and cautions and any prosecutions pending.

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DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed.....Date.....

Print name (capitals).....

Position applied for.....

(When you have answered the above question please return this additional sheet with your application form. **If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with: Your name & position applied for, and the following: DISCLOSURE INFORMATION – STRICTLY CONFIDENTIAL.** This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.).

**Please return your Volunteer Form and
Criminal Disclosure Form
to:**

**Mrs Sally Cronk, School Manager, Charters School, Charters Road, Sunningdale, Ascot SL5 9QY
or preferably by email to: crons001@rbwm.org**