

**Work Placement/Volunteer Application Form**

Belmont School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

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| **Personal Details** | |
| Title | Mr, Mrs, Ms, Miss, Other |
| Surname |  |
| Forename |  |
| Maiden Name or previous name |  |

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| **Contact Details** | | | | |
| Address |  | | | |
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|  | | | |
|  | | Post code: |  |
| Telephone Number(s) | Home: |  | Mobile: |  |
| Email Address |  |  |  |  |

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| Why are you applying for a placement at Belmont School?  *Please answer the following questions, continue on an additional sheet if needed.* | |
| Please provide details of the placement you require? | |
| Please provide details of any relevant courses being undertaken, employment or experience that may be relevant. | |
| Please explain what you would like to achieve from the placement, including how this may benefit our students. | |
| **Placement Requirements** | |
| Please specify the kind of placement you require, including year groups or curriculum area. |  |
| Please specify the length of placement/number of hours required. |  |
| Please provide details of preferred dates/days/times of placement. |  |

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| **Further Personal Information** | | | | |
| Are you related to or have a close relationship with an existing employee, volunteer or Governor? | Yes |  | No |  |
| If yes please provide details: | | | | |
| Do you have any disabilities or other needs we need to take account of when you are in our school? | Yes |  | No |  |
| If yes, you may wish to provide further details. | | | | |

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| **Safeguarding** | | | | | | | | |
| Have you been convicted by the courts of any criminal offence? | | | Yes | |  | No | |  |
| Is there any relevant court action pending against you? | | | Yes | |  | No | |  |
| Have you ever received a caution, reprimand, or final warning from the police? | | | Yes | |  | No | |  |
| If you have answered yes to any of the questions above please provide details. | | | | | | | | |
| Have you worked or lived overseas during the last 10 years? | | | Yes | |  | No | |  |
| If yes please provide further details: | | | | | | | | |
| **References** | | | | | | | | |
| Please provide two referees who would be willing to provide a reference | | | | | | | | |
|  | **Referee 1** | | | **Referee 2** | | | | |
| Name |  | | |  | | | | |
| Address |  | | |  | | | | |
| Tel. No. |  | | |  | | | | |
| Email Address |  | | |  | | | | |
| Capacity in which they know you |  | | |  | | | | |
| May we contact them prior to interview? | Yes | No | | Yes | | | No | |

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| **Declaration** | | |
| I declare that the information I have provided is true and accurate. I understand that any omissions or misstatement may result in my application not progressing or if appointed render me liable to dismissal.  I confirm that I am not on the List 99 of people formally barred from working in schools, disqualified from working with children or subject to sanctions imposed by a regulatory body.  In accordance with the Data Protection Act 1998, I understand that the information provided in this form will be used in the recruitment and selection process and will form the basis of any personnel record. This information may also be disclosed to relevant statutory bodies. If unsuccessful this application form will be shredded after six months. | | |
| Print Name |  | |
| Signed |  | |
| Date |  | |
| If this form is completed electronically, please mark an X in the box to indicate your consent. | |  |

Please return this form by email to

[Katherine.maddock@belmont.sandmat.uk](mailto:Katherine.maddock@belmont.sandmat.uk)

or by post to the following address together with any supporting documentation.

Mrs K Maddock

Belmont School

Warden Hill Road

Cheltenham

GLOS. GL51 3AT