

Sheringham Woodfields School



Sheringham Woodfields School
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CAROLE FIELDS
Chair of Governors

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Registered Charity: Friends of Sheringham Woodfields School - 1127142

Dear Volunteer

Thank you for taking the time to enquire about a volunteering post here at Woodfields Den. Before we can take your application further we need to undertake two separate processes.

We need to complete a DBS Check (information detailing the evidence you **must** bring with you can be seen at the end of the application form. A DBS check can be undertaken by calling the main school office team on 01263 820520 and asking for either Helen Nickalls or myself. We will arrange an appointment time that is mutually convenient.

We also need the attached application form completed and returned before the DBS check can be submitted. Please look to have this completed prior to your appointment with Helen or myself.

Sheringham Woodfields School is committed to the safeguarding and expects all staff and volunteers to share this commitment.

Should you have any questions or problems, please don't hesitate to contact me at your earliest

Yours Faithfully,

Mathew Smith
Business Manager

Application for Volunteer Placement at Woodfields Den

1. Personal Details

Title (please indicate the option which applies to you by inserting ✓ below)

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Have you ever used any other names?* Yes No

If yes, please state

First name Surname

Address (in full) *

Contact details

Email address*

This email address will be used to send all future correspondence about this job

Postcode *

Can we contact you by Yes No Preferred contact telephone number

National Insurance Number Date of Birth*

Are you related to or in a close relationship with any Councillor or anybody already employed by Norfolk County Council * Yes No

If yes, please give the name(s). If your relative/person you are in a close personal relationship with is an employee, also state the department they work for

2. Current or most recent employment / self employment / voluntary work

(For NCC employees enter department. If self employed enter name and address of your business)

Name and address of current/most recent employer or voluntary organisation

Job title/nature of self employment/voluntary work

Postcode

Previous employment type (if not a current employee of NCC)

<input type="checkbox"/> Financial sector	<input type="checkbox"/> Health sector	<input type="checkbox"/> Local government
<input type="checkbox"/> Manufacturing sector	<input type="checkbox"/> Other public sector	<input type="checkbox"/> Private sector
<input type="checkbox"/> Retail sector	<input type="checkbox"/> Returner	<input type="checkbox"/> Services sector
<input type="checkbox"/> Student	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Voluntary sector
<input type="checkbox"/> Other	If other, please specify <input type="text"/>	

Current or last salary and scale (where relevant) Weekly hours

Date started in job/self employment/voluntary work

Date of leaving job/ceasing self employment/voluntary work (if relevant)

Notice required in current job/period before you can commence work

Reason for leaving/ceasing self employment/voluntary work

Brief description of job/services provided

Where you currently hold more than one job, please complete the sections below, commencing with the job you started most recently

Other current or most recent employment/self employment voluntary work

Name and address of employer or voluntary organisation. For self employment enter name and address of business	Dates from	Dates to	Job title/nature of self employment/voluntary work	Weekly hours	Reason for leaving/ceasing self employment/voluntary work

3. Supporting Information

Key Strengths that you would bring to working at Woodfields Den

4. References

References will be required before an offer of a placement can be confirmed.

Please do not include friends or relatives as referees, these will not be accepted and will delay the recruitment process.

First Referee: Your first referee must be connected with your current or most recent employment/period of self employment/work experience/voluntary work, e.g. your manager, supervisor or a main contractor.

Second Referee: A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.

If you are applying for a position working with children, young people or vulnerable adults and you are either currently working/volunteering with the relevant group or have done so in the past, one referee will need to be that employer/organisation.

Referee 1 Details

Referee type*

Academic Current employer Previous employer

Title*

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Organisation*

Address in full*

Position held*

Business email address*

Can we contact before interview? Yes No Postcode*

Telephone number*

Referee 2 Details

Referee type*

Academic Current employer Previous employer

Title*

Mr Mrs Ms Miss Other If other, please state

First name* Surname*

Organisation*

Address in full*

Position held*

Business email address*

Can we contact before interview? Yes No Postcode*

Telephone number*

Appendix 1

Details of Criminal Convictions

First Name Last Name

Post applied for

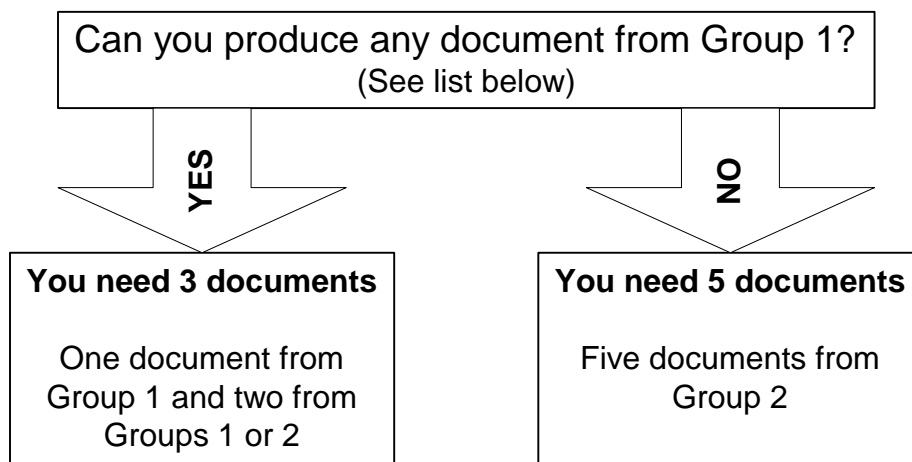
Reference number

Date	Details of Conviction Information
/ /	

Sheringham Woodfields School

DBS (Disclosure and Barring Service, formerly known as a CRB)

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the person who asked you to complete the DBS. Please use the diagram below to determine which of these documents you need to provide.



Please note all documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth.

Group 1	<ul style="list-style-type: none">• Valid passport (any nationality)• UK Driving Licence (England/Wales/Scotland/Northern Ireland/Isle of Man/Jersey; either photocard or paper. Full or provisional accepted.• Birth Certificate (UK or Jersey) (issued within 12 months of date of birth, full or short form acceptable) including those issued by the UK authorities overseas such as Embassies, High Commissions and HM Forces• UK or EU National Identity Card• <i>Adoption Certificate (UK and Jersey)</i>
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You will also need to bring evidence of your National Insurance Number (either via National Insurance Card or HMRC letter/document)

You will need to know the addresses you have lived at within the last 5 years and know the postcode of each separate address

Group 2

- Marriage/Civil Partnership certificate
- A birth certificate (issued outside of the UK or Jersey)
- A birth certificate (issued 12 months after date of birth)
- UK P45/60 statement **
- Bank or building society statement*
- Utility bill (electricity, gas, water, telephone (inc mobile phone contract/bill))*
- Valid TV licence **
- Credit/Store card statement*
- Mortgage statement**
- Insurance certificate**
- A document from UK Central/Local Government/Government Agency/Local Authority giving entitlement* (for example, Department of Work and Pensions, Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security)
- Financial statement (e.g. ISA, pension, endowment)**
- *Valid vehicle registration document (Document V5 old style and V5C new style only)*
- Mail order catalogue statement*
- Court Claim Form**
- Documentation issued by Court Services*
- Valid UK NHS card
- Addressed payslip*
- National Insurance Number Card (UK)
- Exam Certificate (e.g. GCSE, NVQ, O levels, Degree)
- Benefit Statement (Child allowance or Pension)**
- Certificate of British Nationality (UK)
- British Work permit/visa (UK)**
- *Council Tax Statement (UK)***

Do not use more than one of the following documents:

- One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK):
 - Convention Travel Document (CTD) - Blue
 - Stateless Person's Document (SPD) - Red
 - Certificate of Identity (CID) - Brown
 - Application Registration Card (ARC)
- Connexions card (including those cards carrying the PASS accreditation logo) (UK)
- *Letter from a Head Teacher**

* Documentation should be less than three months old

** Issued within the past 12 months