



Dear Applicant,

APPLICATION FOR VOLUNTEER POST

Thank you for offering to become a volunteer at our school. As part of our safeguarding processes, we ask volunteers to:

- Complete an application form (attached)
- Provide the names of one referee
- Complete an enhanced DBS application
- Complete a Self-declaration form

Identification – DBS (Disclosure & Barring Service)

In order to undertake your DBS application, please would you bring three of the following documents to the school office:

- A current passport
- Proof of address – an official document or utility bill less than 6 months old that has been posted to your current address
- A driving licence
- Birth Certificate

If you are unable to provide a passport, please bring with you the following:

- A government document giving your National Insurance Number (including NI card, P45 or P60 – employer payslip is not acceptable).
- A full birth certificate containing at least one parent’s name. If your name is not the same as on the birth certificate, proof of name change must be provided (for example Marriage Certificate).
- Photographic evidence to prove identity, for example a photo card driving licence or passport photograph.

If you are unable to provide any of the above, please contact the office on 01579 320580.

The documents will be copied for record purposes if you are unsuccessful in your application to become a volunteer, the copies will be confidentially destroyed.

Unfortunately, we are unable to accept existing Disclosures from other organisations, neither is an existing Disclosure acceptable as a form of ID. Your disclosure application form will only be sent to the DBS for disclosure if your application to become a volunteer with us is successful.

If you have any queries or require any further information, please do not hesitate to contact me on the above number.

Yours sincerely

Mrs Sam Bowden
Headteacher