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|  | | | | **Thames View Infants**  ***Helping every child and their family achieve their best!***  **Application Form for Volunteers** | | | | | | | | |
| *Remaining committed to working within the Barking and Dagenham family of schools and observing locally agreed HR Guidance and Policies,*  *Thames View Infants is part of the TVI Learning Academy Trust.*  **Thames View Infants: a company limited by guarantee Registered in England: Company Number: 08163191**  **Registered Office: Thames View Infants, Bastable Avenue, Barking, Essex IG11 0LG** | | | | | | | | | | | | |
| *We advise for you to supply as much information as possible and to complete this application fully.*  *Please use the tab key on your keyboard to move through the sections of this form or using your mouse, click into the grey area to type.* | | | | | | | | | | | |
| Placement applied for |  | | | | | | | | | | |
| NVQ level being studied |  | | | | Are you on a course? (evidence attached) | | Yes/No | | | | |
| Study Centre | | |  | | | | | | |
| Personal details | | | | | | | | | | | | |
| Your preferred title: | | |  | | | | | | | | |
| First name or names: | | |  | | | | | | | | |
| Last Name: | | |  | | | | | | | | |
| Address  and postcode: | | |  | | | | | | | | |
|  | | |  | | | | |  | | |  |
| Home phone number: | | |  | | | Mobile phone number: | | | |  | |
| Work phone number: | | |  | | | E-mail address: | | |  | | |
| National Insurance Number: | | |  | | | | | | | | |

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| Current or most recent employment/education centre: | | | | | | | | | | | | | | |
| Employer’s or study centre’s name and address: | |  | | | | | | | | | | | |
|  | |  | | | | Postcode | | | |  | | | |
| Job/Course title: | |  | | | | | | | | | | | |
| Current salary : |  | | Dates employed/enrolled  (from and to): |  |  | |  | to |  | |  |  |
| Notice you need to give: | |  | | | | | | | | | | |
| Reason for leaving: | |  | | | | | | | | | | |
| Brief description of your duties (please continue on a separate sheet if necessary): | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Fair Processing Notice**  This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  For further information, see <http://www.barking-dagenham.gov.uk/9-council/fair-processing/fair-processing.html> or contact the Corporate Anti Fraud Team  0208 227 2264 | | | | | | | | | | | | |

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| Previous employment | | | | | |
| Please list the most recent first and continue on a separate sheet if necessary. Please do not leave any gaps, using phrases such as “home maker” or “unemployed” to cover all period since leaving School. | | | | |
| Dates you were  employed from and to | | Employer’s name  and address | Job title | Reason for leaving |
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| If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on). | | | | |

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| Relevant education, technical and/or professional qualifications | | | | | | | | |
| **(Please name any Institute or Professional body in full, rather than using initials)**  **Education.** Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary. | | | | | | | |
| Date from | Date to | Name and location of School/ College/Institute/Professional Association | Subjects, status and qualifications achieved | | Level and grade | | Date achieved |
| / / | / / |  |  | |  | | / / |
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| **Training, seminars or short courses that are relevant to the post.**  Details of relevant personal development/training courses (Please continue on a separate sheet if necessary.) | | | | | | | |
| Brief description and course title | | | | Date of attendance | | How long  it lasted | |
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| Personal statement | |
| Please use this section to tell us about the skills, interests and experiences you have that will support you during your study and placement. Please explain how the above will impact your learning and practice as well as what you hope to achieve over the course of your studies. You may continue on additional sheets of paper if required, please ensure these are attached: |
|  |

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| --- | --- |
| Reference | |
| Please give details of two people who can provide us with a reference, one of whom must be your current or most recent employer/tutor. You may give personal references if employment references are not available. **We will not accept advance-written open references.** |

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| 1 | Name |  | | |
|  | Address |  | | |
|  | Postcode |  | | |
|  | Daytime phone number: | | |  |
|  | E-mail address: | |  | |
|  | Job Title/Position within Organisation: | | | |
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| 2 | Name |  | | |
|  | Address |  | | |
|  | Postcode |  | | |
|  | Daytime phone number: | | |  |
|  | E-mail address: | |  | |
|  | Job Title/Position within Organisation/Relationship: | | | |
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| We may contact your referees if you are short listed for an interview, do you have any objections to this? | | | | |
| Yes |  | No |  |  |

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| Extra information | | | | | | | | | |
| Can you provide evidence of your legal right to work in the UK?  (For more information, please see the recruitment booklet). | Yes | |  | | No | |  | |
| Please answer the following questions: | | | | | | | | |
| • Do you have a friend or relative (including partner) that is a councilor, school governor or works for the council, one of the Borough’s schools or this Academy Trust? If yes, please give details.  If yes, please give details. …………………………………………………………………………………………… | | Yes | |  | | No | |  |
| Have you been subject to disciplinary proceedings (excluding sickness absence)?  If yes, please give details  ……………………………………………………………………………………………………………………………. (continue on an additional sheet, if required) | | Yes | |  | | No | |  |
| Have you or a member of your family had any involvement with Social Services in the last 5 years?  If yes, please give details  ……………………………………………………………………………………………………………………………. (continue on an additional sheet, if required) | | Yes | |  | | No | |  |
| If you have been convicted of a criminal offence, please give details (offence, date and sentence)  unless the conviction is considered ‘spent’ under the Rehabilitation of Offenders Act 1974. | | | | | | | | |

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| Disability | | | | | | | | | |
| **Impairment or disability** | | | | | | | | |
| Do you consider yourself to have a physical, learning,  sensory or mental health impairment or disability? | | | | Yes |  | | No |  |
| If yes, please specify | |  | | | | | | |
| (Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)  All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview. | | | | | | | | |
| Declaration | | | | | | | | | |
| I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future  contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an  offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.  I understand that you will deal with all the information in line with the data protection legislation. | | | | | | | | |
| Your signature: |  | | Date: | | | / / | | |
| I understand that you will deal with all the information in line with the data protection legislation.  **Please return this form by the closing date shown in the advertisement, to the address below.**  **If you have downloaded this form from the internet, please return this application to the address**  **or e-mail address given on the advertisement.** | | | | | | | | |

**Published by the London Borough of Barking and Dagenham, 2008; Adapted by TVI Oct 13, in light of Safer Recruitment Guidance.**

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| **Equal Opportunity Policy**  The Council is committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity etc, of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunities in Employment Policy.  The information requested below is for statistical purposes only, and will not be made available to those  responsible for selection. This information is covered by the Data Protection legislation, therefore the  Council can only legally use the information for the purpose stated, i.e. as statistical information for the  monitoring purposes.  Thank you for your co-operation. | | | | | | | | | | | | | | | | | | | |
| Personal details | | | | | | | | | | | | | | | | | | | | |
| **Status:** (tick only one) | | | | | | | | | | | | | | | | | | | |
| Single |  | Divorced | | |  | | Legally Separated | |  | Married/Civil Partnership | | | |  | | Prefer not to say | | |  |
| **Name** | | | |  | | | | | | | | | | | | | | | |
| **Placement applied for:** | | | |  | | | | | | | | | | | | | | | |
| **Where did you see the placement advertised?** (if in a newspaper/journal or on a website, please state name.) | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | |
| **Sex** Are you: (tick only one) | | | | | | | Female? |  | | Male? | | |  | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Age:** (tick only one) | | | | | | | | | | | | | | | | | | | |
| 16 to 19 | | |  | | | 50 to 59 | | | | |  |  | | | | | | | |
| 20 to 29 | | |  | | | 60 to 65 | | | | |  |  | | | | | | | |
| 30 to 39 | | |  | | | 66 to 74 | | | | |  |  | | | | | | | |
| 40 to 49 | | |  | | | 75+ | | | | |  |  | | | | | | | |
| **Where do you live**  Do you live in the Borough of Barking and Dagenham? (tick only one) | | | | | | | | | | | | | | | Yes | |  | No |  |
| **Employment/Education**  Are you currently employed or on role in an educational establishment within the  London Borough of Barking and Dagenham? | | | | | | | | | | | | | | | Yes | |  | No |  |
|  | | | | | | | | | | | | | | | | | | | |



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| ***Ethnic Background:***  **White** | | ***Sexual Orientation***  *This information will help us to monitor workforce and the effectiveness of our Equalities Policies. Which of these best describe your sexual orientation?* |
|  | British (WB) |
|  | Irish (WI) | |  |  | | --- | --- | |  | Bisexual | |  | Lesbian | |  | Gay Man | |  | Heterosexual (“straight”) | |  | I prefer not to say | |
|  | Any other white background  (please specifiy below) (WO) |
| **Black** | | **Faith/Religion**  This information will help us to monitor the workforce and the effectiveness of our Equalities Policies. Which of these best describe your sexual orientation? |
|  | British (BB) |
|  | African (BA) |
|  | Caribbean (BC) |
|  | Any other black background  (please specifiy below) (BO) | |  |  | | --- | --- | |  | Buddhist | |  | Christian | |  | Hindu | |  | Sikh | |  | Muslim | |  | Jewish | |  | I prefer not to say | |  | I don’t know | |  | White and black African (MWBA) | |  | Other (Please specify below) | |
|  |  |
| **Asian** | |
|  | British (ABR) |
|  | Bangladeshi (AB) |
|  | Indian (AI) |
|  | Pakistani (AP) |
|  | Any other black background  (please specifiy below) (AO) |
|  |  |
| **Mixed** | | |  | | --- | | **Caring Responsibilities**  Do you have caring responsibilities?  Yes  No | | **A carer is defined as someone who:**  “…cares for, or expects to care for, a husband, wife  or partner, a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer.” | |
|  | White and black Caribbean (MWBC) |
|  | White and black African (MWBA) |
|  | White and Asian (MWA) |
|  | Black and Asian (MBA) |
|  | Any other black background  (please specify below) (MO) |
| **Chinese:**  British (BC)  Chinese (C) | |
|  | Any other background  (please specify below): |