



Work Placement/Volunteer Application Form

St Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment.

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

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

Why are you applying for a placement at St Thomas More Catholic Primary School? <i>Please answer the following questions, continue on an additional sheet if needed.</i>	
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.	

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.				

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

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 admin@st-thomasmore.gloucs.sch.uk or by post to the following address together with any supporting documentation.

Mrs J McNamara
 St Thomas More Catholic Primary School
 Lewis Road
 Cheltenham
 GL51 0HZ