



Volunteer/Work Experience Request Form

Personal Details

Name:	Address:
DOB:	Email:
Telephone number:	Mobile number:
First Language:	Other languages:
Do you have any needs/medical conditions we should be aware of?	

Which age group would you like to work with? (Please tick)

EYFS (Nursery and Reception)	KS1 (years 1 and 2)
KS2 (years 3-6)	No preference

How much time would you like to spend in school each week? (Please tick)

1 hour	2 hours	One morning	One afternoon
Other, please specify:			

Which day of the week would you like to come into school? (Please tick those, which are an option)

Mon	Tues	Wed	Thurs	Fri
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What do you hope to gain from the placement?	
Current studies/situation	

Start date of placement:	End date of placement:
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Are you related to any children in the school? <i>N.B. It is school policy NOT to place volunteers in a class with a family member.</i>	Name
	Class
	Relationship to child
	Name
	Class
	Relationship to child

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Reference

Please provide name and contact details of two adults who can provide a character reference for you. This must not be a family member.

Name:	Address:
Relationship to you:	Email:
Telephone number:	Mobile number:

Name:	Address:
Relationship to you:	Email:
Telephone number:	Mobile number:

Personal Declaration

I hereby apply for a placement at Becontree Primary School. I understand that applications for volunteering and work experience placements are oversubscribed therefore, I understand that I will not be guaranteed a placement.

Signed: Date:.....

Becontree Primary School assures all applicants that their personal information on this form will be kept secure. Information will not be passed onto third parties without prior consent unless legally obliged to do so. Information will be kept in a locked cabinet for 6 months. After this time period, it will be destroyed.

Please return application forms to the Office Staff at Becontree Primary School, Stevens Road or email office@becontree.bardaglea.org.uk

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Office Use Only- All completed forms please return to Mrs P Thornton

Date form was received: _____

- ☐ Initial meeting set up to go through Volunteer/Work Experience Agreement

If candidate is suitable, the following checklist needs to be completed:

- ☐ The Volunteer/Work Experience Agreement has been signed
- ☐ DBS applied for
- ☐ DBS seen by SBM (P.Thornton) and information collected
- ☐ References have been seen and signed by Headteacher (M.Ziane)
- ☐ Candidate has meet with PSA and gone through Work Experience and Volunteer Expectations document
- ☐ Relevant documents have been given to the candidate. (Staff Handbook, Annex A and Part 1 of Keeping Children Safe in Education, Health and Safety policy)