

# Westminster Abbey Choir School

**VOLUNTEER APPLICATION FORM**

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| **Volunteer role applied for:** |
| 1. **PERSONAL DETAILS**
 |
| Surname and Title: |  |
| Forename(s): |  |
| Middle Name(s) |  |
| Address: |  |
| Postcode: |  |
| National insurance number: |  |
| Email address: |  |
| Telephone number: | Mobile: |
| Home: |

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| 1. **PROFESSIONAL EXPERIENCE & EMPLOYMENT HISTORY (including month and year - mm/yyyy)**
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| Please give full details of your employment history and professional experience, starting with your current / most recent post and working back in order (continuing on a separate page if necessary). In each case, please give the dates of your employment, details of your principal duties and responsibilities, and reason for leaving (if applicable). |
| Present/last employer: |  |
| Duration of employment: | Start date: | Leave date: |
| Address: |  |
| Duties/responsibilities: |  |
| Reason for leaving: |  |
|  |
| Previous employer: |  |
| Duration of employment | Start date: | Leave date: |
| Address: |  |
| Duties/responsibilities: |  |
| Reason for leaving: |  |
|  |
| Previous employer: |  |
| Duration of employment | Start date: | Leave date: |
| Address: |  |
| Duties/responsibilities: |  |
| Reason for leaving: |  |

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| 1. **GAPS IN EDUCATION / EMPLOYMENT HISTORY (including month and year - mm/yyyy)**
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| Please detail below any gap(s) in your education or employment history  |
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| 1. **EDUCATION**
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| Subject or Course  | University/College  | Level  | Qualification | Years attended  |
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| 1. **SUPPORTING STATEMENT**
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| Please use this section to demonstrate how your knowledge, skills and experience match each of the requirements in the Person Specification (continuing on a separate sheet if necessary) and to explain your interest in the volunteer role. |
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| 1. **REFEREES**
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| *Give details of two referees we may approach for a reference who can comment on your suitability for this volunteer role. One referee must be your present or most recent employer. If you have ever worked with children, one of the referees must be the last previous employer where you had contact with children. Please note that references will be taken up before you attend for interview.* |
| Name: | Name: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone: | Telephone: |
| Email: | Email: |
| How is this person known to you? | How is this person known to you? |

**Note to applicants:**

Canvassing – you are required to disclose any relationship to members of the governing body or staff of Westminster Abbey Choir School or Westminster Abbey

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| 1. **DECLARATION**
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| Any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). |
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| Included in any list of people barred from working with children by the DBS or the NCTL. (Yes / No): |
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| DBS Update Service registration number:  |
| Confirmed data provided to be accurate (Yes / No): I authorise the school to obtain references to support this application. (Yes / No) |
| **Signature:** *(Print name if sending by email)* | **Date:**   |

In accordance with the Data Protection Act 1998, this form will be used in the recruitment process and may be disclosed to all those who need to see it. It will also form the basis for the confidential personnel record if you are selected. If you are unsuccessful this form will be destroyed after a year. Your signature / printed name on this form indicates your agreement for your data to be processed in accordance with the Act.