



STRICTLY CONFIDENTIAL

Application Form to become a Volunteer Reading Mentor

PERSONAL DETAILS	Title:
Surname:	First name:
Previous surname: (if applicable)	Date of birth:
Address*:	Telephone number(s)*:
	Mobile number(s)*:
County:	Email address*:
Postcode:	<i>(*By providing us with your address, telephone number(s) and e-mail address, you authorise us to contact you, by those methods, in connection with this application and any subsequent role you may have with ABC to read. This includes newsletters and other communications unless you advise us otherwise.)</i>
We would also like to pass on your contact details (phone number or email address only) to other volunteers working in the same school as you. <i>If you are happy for us to do so</i> , please tick this box <input type="checkbox"/>	

VOLUNTARY EXPERIENCE
Please give details of any other organisations for whom you have volunteered, with your experiences and the dates involved.

EMPLOYMENT EXPERIENCE
Please give details of any organisations for whom you have worked, with your experiences and the dates involved.

WHY ARE YOU INTERESTED IN BECOMING A VOLUNTEER READING MENTOR?

WHAT SKILLS AND ATTRIBUTES DO YOU THINK YOU CAN OFFER?

AVAILABILITY

In order to provide children with stable and reliable support, ABC to read has a minimum requirement that Volunteer Reading Mentors commit to being available for 1½ to 2 hours, twice a week during school terms, for a minimum of a year. (Occasional absences for medical appointments, holidays of limited frequency duration, etc may be acceptable, subject to negotiation with the school and ABC to read.)

Please indicate how much time you can offer:

I understand that I am committing to at least 1 year volunteering with ABC to read (*please tick*)

HEALTH

Applications from people with disabilities are welcomed. A disability or health problem does not necessarily exclude you from volunteering but please give details if you have ever suffered from any disability or serious illness that could affect your volunteering. Failure to declare all relevant medical information may invalidate this application and may lead to a review of your status as a volunteer.

REFERENCES

Please provide two referees. They should not be directly related to you and preferably, they should be someone who has observed you working with children either in a paid or voluntary capacity, or where this is not possible a previous employer or someone in a professional capacity who has known you for at least two years. We will take up references prior to offering you a voluntary position.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone number:

Telephone number:

Relationship to applicant:

Relationship to applicant:

Where did you hear about ABC to read?

DECLARATION

I authorise you to undertake any necessary checks and to approach my referees; and I confirm that the information supplied on this form is accurate. I note and agree to the minimum required commitment, noted above. I also confirm that I completed this form myself.

Signature:

Date:

Full Name:

DETAILS OF CRIMINAL CONVICTIONS, ETC

The volunteering work you are applying for is likely to require you to work closely and regularly with children and, as such, it is a legal requirement to obtain an enhanced Disclosure & Barring Service criminal record check and barred list check (child). This information is necessary to safeguard this vulnerable group; it will be detached from the application form prior to short-listing and will be kept confidentially.

The convictions, cautions, reprimands or final warnings that you must disclose are regulated under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and it is your responsibility to ascertain how you should answer the following questions. Answering 'Yes' will not necessarily prevent an individual from becoming a volunteer with ABC to read but further checks and investigations will be necessary on receipt of the DBS Disclosure.

The **filtering rules** and the **list of offences that will never be filtered** may be viewed online, using these links, or are available on request from ABC to read's office.

Question 1: Do you have any convictions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013)?

Yes/No

Question 2: Are there any matters currently pending which might result in a conviction, reprimand or final warning that is not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended in 2013)?

Yes/No

Signature:

Date:

If you have answered 'Yes' to any of the above questions, please give details in the space below:

If you require more space, please continue onto a separate sheet(s), each of which must be dated and signed by you.

POLICY STATEMENT ON RECRUITING PEOPLE WITH CRIMINAL CONVICTIONS, CAUTIONS, REPRIMANDS OR FINAL WARNINGS

ABC to read aims to promote equality of opportunity for all with the right mix of talent, skills and potential. ABC to read welcomes applications from diverse candidates.

In respect of the questions it asks applicants, ABC to read meets the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Owing to the nature of the activities involved in being a Volunteer Reading Mentor with ABC to read, all applicants for this role will be subject to an enhanced Disclosure & Barring Service criminal record check and barred list check (child) before any appointment is confirmed. This will include details of some convictions, cautions, reprimands or final warnings, as regulated by the above Act.

ABC to read will ask all applicants to declare any relevant convictions, cautions, reprimands or final warnings on the application form. Answering 'Yes' to this question will not necessarily be a bar to obtaining a position with ABC to read. Making a false declaration on the DBS application form is a criminal offence. Criminal records will be taken into account for recruitment purposes only when a conviction, etc is relevant. Any matters revealed by a Disclosure from the Disclosure & Barring Service will be discussed, confidentially, with the applicant before making a final recruitment decision. For ABC to read, the final decision rests with ABC to read's Chief Operating and Development Officer, who may consult with the Safeguarding Trustee. However, it will also be necessary for ABC to share relevant information, confidentially, with the headteacher of a proposed host school.

Private & Confidential

**ABC to read
VOLUNTEER EQUAL OPPORTUNITIES MONITORING FORM**

Please complete this form and return with your application form

Completing this form will assist ABC to read to monitor the effectiveness of its Equal Opportunities Policy. The information you provide will be used for statistical purposes only and will be detached from the application form.

Name:	Date of Birth:
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GENDER:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
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ETHNIC GROUP:

Choose one selection from a) to f) then tick the appropriate box to indicate cultural background.

a)	White				
	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Any Other White background <input type="checkbox"/>	<i>Please specify:</i>	
b)	Mixed				
	White & Black Caribbean <input type="checkbox"/>	White & Asian <input type="checkbox"/>	White & Black African <input type="checkbox"/>		
	Any Other mixed background <input type="checkbox"/>	<i>Please specify:</i>			
c)	Asian or Asian British				
	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
	Any Other Asian background <input type="checkbox"/>	<i>Please specify:</i>			
d)	Black or Black British				
	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any Other Black background <input type="checkbox"/>	<i>Please specify:</i>	
e)	Chinese or Other Ethnic Group				
	Chinese <input type="checkbox"/>	Any Other <input type="checkbox"/>	<i>Please specify:</i>		
f)	Not Declared	<input type="checkbox"/>			

DISABILITY:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
For employment purposes, are you disabled?		