



Assisted Reading for
Children in Oxfordshire

Charity Number 1146276
STRICTLY CONFIDENTIAL

☐

YES I can commit to two
90 minutes sessions a
week on two separate
days during primary
school hours

☐

YES I can commit to
volunteer for at least one
year.

Volunteer Application Form

PERSONAL DETAILS

Title:

Surname:

First names:

Previous surnames (if applicable):

Date of birth:

Preferred name (if applicable):

Address*:

Telephone number*:

Town

Mobile number*:

County:

Email address*:

Postcode:

**By providing us with your address, telephone number(s) and email address, you consent to receiving communications from ARCh. You can opt out by emailing info@archoxfordshire.org.uk or writing to us at the office.*

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 brief details of any organisations for whom you have worked, with your experiences and the dates involved. (Preferably not CV)

WHY ARE YOU INTERESTED IN VOLUNTEERING?

WHAT SKILLS AND ATTRIBUTES DO YOU THINK YOU CAN OFFER?

AVAILABILITY

In order to provide children with stable and reliable support, ARCh has a minimum requirement that Volunteers commit to being available for 1½ hours twice a week during school terms, for a minimum of one year. (Occasional absences for medical appointments, holidays, etc are be acceptable, subject to negotiation with the school and ARCh.)

Please indicate how much time you can offer:

Which areas e.g. boroughs, post codes, etc would be easy for you to reach?

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. We reserve the right to take up a medical reference.

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 who has known you recently and 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:

E-mail:

E-mail:

Relationship to applicant:

Relationship to applicant:

Have you lived overseas?

YES ☐ NO ☐

If yes, please list countries and dates:

Where did you hear about ARCh?

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

Signature:

Date:

Name:.....

DETAILS OF CRIMINAL CONVICTIONS:

The volunteering work you are applying for is likely to give you the opportunity for substantial access to children and as such the Rehabilitation of Offenders Act (1974) applies. Please declare all convictions whether spent or otherwise. 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. Please note we will also undertake security checks including obtaining Disclosure & Barring Service (DBS) checks on all volunteers before placement. (Protection of Children Act 1999.) This enhanced DBS disclosure will include checks against the barred lists (previously the POCA, POVA lists and List 99).

ARCh is committed to promote the welfare of children and young people to keep them safe. We have policies and procedures in place to ensure that risks to children are minimised and there is a culture of safety within our organisation. As you are applying for a role that involves working with children, you will be subject to our safer recruitment processes.

Have you ever been convicted of a criminal offence? Yes/No

Have you ever received a formal police caution? Yes/No

Are there any matters pending which may result in a criminal conviction Yes/No

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

ARCh is committed to Safeguarding so please see our Safeguarding and Child Protection Policy on our website: www.archoxfordshire.org.uk

It is an offence to apply for a role in regulated activity if the applicant is barred from engaging in regulated activity.

I understand that giving false information or failing to disclose relevant information may lead to my application being rejected.

Signature:.....

Date:.....

Please note: We are unable to accept applications without a signed form.

You can type your name into the signature box, but as stated in the declaration, you will need to email the application back with the following text:

"As I have provided a digital signature, please accept this statement to confirm I have read and agree to the Declaration statement in the application form."

Private & Confidential



EQUAL OPPORTUNITIES MONITORING FORM (optional)

We would be grateful if you would complete this form and return with your application form

Please complete the questions outlined below in order to assist ARCh 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 prior to short-listing.

Name:

Position Applied for:

Date of Birth:

GENDER:

Male: ☐

Female: ☐

Non-binary: ☐

Other: ☐

ETHNIC GROUP:

Chose one selection from a) to e) then tick the appropriate box to indicate cultural background.

a) **White**

British

☐

Irish

☐

Any Other White background
Please specify:

☐

b) **Mixed**

White & Black Caribbean

☐

White & Asian

☐

White & Black African

☐

Any Other mixed background
Please specify:

☐

c) **Asian or Asian British**

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any Other Asian background
Please specify:

☐

d) **Black or Black British**

Caribbean

☐

African

☐

Any Other Black background
Please specify:

☐

e) **Chinese or Other Ethnic Group**

Chinese

☐

Any Other
Please specify:

☐

DISABILITY:

**For employment purposes,
are you disabled?**

Yes: ☐

No: ☐