



Volunteer Recruitment Form

Please write clearly in black ink or type on the form

Position:	
Name:	
Address:	
Post code:	
Telephone:	Mobile no:
E-mail:	

Work History

Please use this space to tell us about your previous work (paid or otherwise). Start with your present or most recent employer.

Employer name and address	Dates of employment	Position held and brief description of duties	Reason for leaving

Continue on further sheets if required

Please tell us about any experience, training or life skills that you think might be relevant here:

Referees

In order to protect our children, we need to ask you to provide details of two referees who are not directly related to you by blood or marriage, and who have known you for at least two years, ideally in a professional context. If you are currently employed, one of your references must be for your current employer.

FIRST REFERENCE	SECOND REFERENCE
Name: Organisation (if applicable): Address: Tel / Mobile: Email: Relationship to you:	Name: Organisation (if applicable): Address: Tel / Mobile: Email: Relationship to you:

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

Under the provisions of the Children Act 1989, enhanced criminal record checks will be carried out for everyone employed by Islington Play Association. The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. For guidance and criteria on the filtering of these cautions and convictions please refer to [Nacro guidance](#) and the [DBS website](#).

It is important that you understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not "protected" could result in a conditional job offer being withdrawn, disciplinary proceedings or dismissal. Further advice on disclosing a criminal record can be obtained from [Nacro](#).

<p>Do you have any convictions, cautions, reprimands or final warnings which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes / No *</p> <p>* Delete as appropriate</p>

If you answer yes to the question above, you can disclose your record by attaching the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the post. The envelope will only be opened if the appointing committee are considering making an offer of employment, and the contents of the envelope will be considered in line with the IPA Safer Recruitment policy. All other envelopes are shredded unopened.

<p>To the best of my knowledge I have completed this application form accurately and have not withheld any information that could reasonably be considered relevant to this post.</p> <p>Signed: _____ Date: _____</p>

INFORMATION FOR PEOPLE WITH DISABILITIES

The IPA welcomes applications from people with disabilities. When someone with a disability applies, their application is considered on its merits. The disability, at this stage, is disregarded. If the candidate is short-listed for interview, IPA staff will contact the applicant to see if they have any special requirements to facilitate the interview. It is normal practice not to discuss the disability or its implications at the interview. If the interview panel selects the candidate the practicalities of the appointment will be discussed with the candidate – the main issue being whether the IPA has the resources, or can find the resources, to facilitate the candidate's work. Final appointment will depend on the success of this process. The IPA will seek the advice of external agencies dedicated to supporting people with disabilities if necessary. The IPA has offices and facilities that are accessible to wheelchair users.