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|  | Success4All The Capper Room Carnegie Building Atkinson Road Newcastle Upon Tyne NE4 8XS |
| Section 1: Applicant Information | |
| |  |  |  |  | | --- | --- | --- | --- | | Full Name: |  |  |  | |  | First | Middle | Last | | Address: |  |  |  | |  | Door Number | Building Name | Street | |  |  |  |  | |  | City | County | Post Code | | Contact: |  | |  | |  | *Personal Email* | | *Main Contact Number* | | |
| **Write above the line.** | |
| Section 2: Details | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **2.1: Gender** | | | | | | | | | | | | | | |  | Female | |  |  | Male | |  | | Other | | |  | | | **2.3: Date of Birth** | | | | | | | | | | | | | | | Day | |  | | | | Month | |  | | Year |  | | | |

**Age:**

***Write details above***

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| **2.4: Health** | | | | |
| Do you have any physical or learning impairments? |  | Yes |  | No |
| Are you suffering from a medical condition? |  | Yes |  | No |
| Do you have any special requirements?  If you answered ‘Yes’ to any of the questions above, please give details of the impairment/condition and state what special requirements you will need below. |  | Yes |  | No |
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| **Section 3: Protection of Children & Vulnerable Adults** |

*This information is required before any person can volunteer with Success4All. It is to ensure our volunteers have met the requirements of the relevant legislation related to working with children. Further checks will be made to validate any information provided here.*

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| **3.1: Current Disclosure Barring Certificate (DBS)** | | | | | | | | | | | | |
| Do you hold a **current** DBS certificate? | | |  | Yes | | |  | | No (go to 3.2) | | | |
| If yes, please provided details |  | | | | | | | | | |  | |
| Are you registered on the **update service**? | | ***Write Certificate Number Above***  Yes  No | | | | | | | | | ***Write Date Issued Above*** | |
| If yes, do you give **permission** for us to check your DBS status on the update service? | | | | Yes  No | | | | | | | | |
| **3.2: DBS Application Details** | | | | | | | | | | | | |
| Do you have a current DBS application in progress? | | | | |  | Yes | | |  | | | No (go to 3.3) |
| If yes, please provide details |  | | | | | | | | | | | |
| ***Please write the “Tracking Number” and date obtained above*** | | | | | | | | | | | | |
| **3.3: Consent for Success4All to help you obtain a DBS Certificate** | | | | | | | | | | | | |
| If required, do you consent to a DBS check? | | |  | Yes | | | |  | | No | | |

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| **Section 4: Employment, Experience, Qualifications & Professional Memberships** |

*The details you provide may be verified to assist us in your application.*

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| **4.1: Current Employment/Study situation** | | | | | | | | | |
| Please select the best category that represents your current situation | | | | | | | | | |
|  | Full time employed | |  | Part time employed | | |  | Unemployed seeking work | |
|  | Full time student | |  | Part time student | | |  | Unemployed due to sickness/disability | |
| Current employer/Place of study | | | | | |  | | | |
| Job position/Place AND course of study | | | | | |  | | | |
| If studying, when is your course due to end? | | | | | |  | | | |
| ***Write details in the appropriate sections above*** | | | | | | | | | |
| **4.3: Education** | | | | | | | | | |
| 4.3.1: Higher Education  *(Diplomas, Degrees, NVQs and other qualifications obtained at College or University)* | | | | | | | | | |
| **Qualification** | | **Date Obtained** | | | **Place of Study** | | | | **Grade Obtained** |
|  | |  | | |  | | | |  |
| ***Write details in the appropriate columns above*** | | | | | | | | | |
| 4.3.2: Secondary Education – including grades  *(GCSE, A-Levels and other qualifications obtained whilst in secondary school)* ***We ask that Tutor-* befrienders have at least a C (4) grade or above (Level 2 Functional Skills) in English and maths.** | | | | | | | | | |
| **Qualification** | | **Date Obtained** | | | | **School** | | | **Grade Obtained** |
|  | |  | | | |  | | |  |
| ***Write details in the appropriate columns above*** | | | | | | | | | |

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| 4.3.3: Other Qualifications  *(First Aid, Health & Safety, Professional Memberships & other qualifications to support application)* |
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| ***Write details in above*** |
| **4.4: Relevant Experience** |
| Please tell us about any experience you feel is relevant to your application. *(Applicable for all roles).* |
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| **4.5: Reason for your application** |
| Please tell us why you would like to volunteer with Success4All? *(Applicable for all roles).* |
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| **4.6: Skills & Talents** |
| Tell us of any specific skills/talents that you have, and, would be willing to run a possible Club at a Success4All Learning Hub? *(Applicable if applying for the role as a Tutor Befriender or Club Leader).* |
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| **Section 5: Subjects You Would be Happy to Offer Tuition In** |

Completing the tables below, please tell us what subjects you would be happy to offer tution in. This is just an indication for the moment but will help us to find the best position for you and your skills.

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| **State all subjects up to 11 years old (KS2)** |  | **State all subjects up to 14 years old (KS3)** |
|  |  |
| **State all subjects up to 16 years old (KS4, GCSE)** | **State all subjects up to 19 years old (KS5, A-Level)** |
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| **Section 6: Contact and Photo Consent** | | |

*We like to keep volunteers updated via our newsletter during their time with us and after. We are also extremely grateful for any feedback that you are able to give us so that we can continue to improve our services.*

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| Would you like to sign up to our newsletter? |  | Yes |  | No |
| Are you willing to complete a feedback form at the  end of volunteering with us? |  | Yes |  | No |

Do you consent to the information being used in an evaluation report?

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|  |  | Yes |  | No |
| Do you consent to your contact information being kept on file for  3-years after you have stopped volunteering to receive our newsletters  or be asked for feedback? |  | Yes |  | No |
| Do you agree for photos of you to appear in advertising to promote Success4All (advertising could be, but not limited to: online, media reports/adverts, leaflets and posters). |  | Yes |  | No |

Our data protection states, that all data we collect is limited to what is necessary and what is lawful. We collect data to maintain your child’s safety and this data is stored securely electronically for 3 years. You have the right to have access to this data as well as the right to be forgotten. For more information, please visit our website.

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| **Section 7: How Did You Hear About Success4All** |

Please tell us below how you heard about Success4All?

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| ***Write detail above*** | | | | | |
| **Section 8: References** | | | | | |
| *To ensure we are following our commitment to the safety of our services users, and to make sure we are working with the right people to help our service users get the most out of our services, we reserve the right to contact referees at any time during your involvement with Success4All. References will be contacted upon successful applications.* ***This can either be a current/past employer, a school teacher/university lecturer or a character reference from someone you have known for 2 years or more (excluding family members).*** | | | | | |
| Referee 1 | | |  | Referee 2 | |
| Name: |  | | Name: |  |
| Email: |  | | Email: |  |
| Telephone: |  | | Telephone: |  |
| Relationship: |  | | Relationship: |  |
| **Section 9: Emergency Contact** | | | | | |
| We need to get the details of an emergency contact for you so we know who to contact if something happens to you whilst you while you are working with us. | | | | | |
| Name: | |  | | | |
| Relationship to you: | |  | | | |
| Contact number: | |  | | | |
| ***Write details above***  **Section 10: Progression/Other Supporting Information** | | | | | |
| We’d like to know what are your plans long-term whilst volunteering with us (University/Jobs)?  Also, if you feel there is something else you would like to say to support your application, you can use this section to include this information. | | | | | |
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***Write details above***

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| **Section 11: Declaration** |

**Thank you for your time in completing this application and your interest in Success4All.**

We want to ensure we keep you updated however, we aren’t perfect and may not respond to your application. If this is the case, please assume that we have not been able to accommodate your offer at this time but we may contact you in the future if you have consented to this in section 5 of the form.

To protect organisation and our service users we ask that you read the following carefully:

1. By signing below, you are declaring that the information you have provided on this application is correct and that you consent to Success4All using the information to assess your application.
2. You further agree that we may share information about you with law enforcement and government agencies if requested to do so under UK legislation and laws.
3. Success4All reserve the right to suspend or end any relationships or agreements we may have entered into if information is provided to us or our agents that brings into question the suitability of any person(s) working with our organisation.
4. In the event that you become involved with any situation that may damage the reputation of Success4All or that may endanger our service users you agree that you will inform us in writing immediately.

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| Your Name: |  |
| Signature: |  |
| Date: |  |

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| **For Office Use Only** | | | | |
| Application reviewed by: |  | | | |
| Application accepted? |  | Yes |  | No | |
| Agreed by Initials: |  | | | |
| Review date: |  | | | |
| Learning Hub assigned to: |  | | | |
| DBS and documents checked? date and initials of verifier: |  | | | |
| Date & Initials applicant contacted to negotiate start date: |  | | | |
| Agreed start date: |  | | | |