



The Laurels
PRIMARY SCHOOL

FOTLS Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

Data protection notice

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice for volunteers, which can be found on our website.

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The DMAT Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. In order for these checks to take place bring the following as evidence; original documents are required, photocopies will not be accepted

- Passport
- Birth certificate
- Driving Licence with photo
- Utility bill or bank statement less than 3 months old

There are other forms of identification we can accept, these can be found on the GOV.UK website.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the DMAT trust privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

Confidentiality Agreement

Whilst in school, it is possible that you may come into contact with *confidential/sensitive information*. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Headteacher, please contact the school office as soon as possible.

Below is a form acknowledging your agreement of the above statement. *The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.*

Confidentiality Statement – The Laurels Primary School

I have read, acknowledged and agree to abide by the above confidentiality statement

Name:

Signature:

Date: