Eco-Schools Volunteer Assessor Application Form

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| Full name: | | |
| Title: | Known as: | |
| Home Address:      County:       Postcode: | | |
| Date of Birth: | | |
| Telephone / Mobile No: | | |
| Email address: | | |
| Date and location of course: | | |
| Current Employer (name and address): | | |
| Your present job title/occupation: | | |
| Requirements for training course if applicable (Dietary/Access): | | |
| Assessment region (please highlight)  East Midlands  East of England  Isle of Man  Jersey London  North East | | North West  South East  South West  West Midlands  Yorkshire and Humber |

Are you willing to provide identification and references to Keep Britain Tidy in accordance with our safer recruitment policy? (Photographic identification, evidence of your most recent address, a passport style photograph and two references)

Yes  No

*It is an offence under the Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 to knowingly engage volunteers to work with children who have been barred from doing so.*

Do you know of any restrictions, such as being barred, which would limit where or with whom you could volunteer?

Yes  No

ReferencesPlease provide details of **two** references one of whom should be your present/most recent employer, one must be a Character/Personal reference in accordance with the Safer Recruitment Policy and Procedures. You must have known your referees for a minimum of two concurrent years. Please see end note for referee requirements.

**Note: If you have not been in continued employment for the past two years or are self-employed and cannot provide an employment/academic reference, please provide a reference from either a client you have worked with for at least two years or from another charity you have volunteered with for a minimum of two years.**

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| Employee or Academic  Name:  Organisation:  Position:  Address:  Email:  Telephone number: |
| Character/Personal  Name:  Organisation:  Position:  Address:  Email:  Telephone: |
| Client or Charity **(See Note Above)** Name:  Organisation:  Position:  Address:  Email:  Telephone number: |

Please indicate how you heard of this opportunity and why you are a suitable candidate to become an Eco-Schools Volunteer assessor.

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I have booked, or wish to book, to attendanAssessor Training Course and confirm that I intend tobecome an Eco-Schools Assessor. I commit to a minimum of two assessments per year within reasonable distance from my home/work base and on dates and at times that are convenient to me within school hours and term time.

I understand that if I make no effort to fulfil my commitment to assess schools within 12 months of my successful registration as an Eco-Schools Assessor, I will be liable to reimburse Keep Britain Tidy for the cost of attending Assessor Training (£100+VAT per delegate).

I have read and understood the Eco-Schools Child Protection and Safeguarding Policy. I confirm that the information I have provided in this application is correct to the best of my knowledge.

Please Print Name:

Signature:

Date:

Assessor Bank Details

In order for us to make payment of any travel expenses you incur as an Assessor visiting schools, please complete the details below in block capitals so that expenses may be paid directly into your bank account.

Account Name:

Bank Name:

Sort Code:

Account Number:      

Please indicate how many assessments you may be able to carry out each year and what days/times you are normally free:

What distance/areas are you willing to travel to?  
  
       
*(Please note we ask that you travel no further than 80 miles in total without approval from Eco-Schools)*

Please complete and return to:  
Eco-Schools Volunteers  
Keep Britain Tidy  
Elizabeth House  
The Pier  
Wigan  
WN3 4EX

Or return by e-mail:  
ecoschoolsvolunteers@keepbritaintidy.org  
Telephone: 01942 612 614

## DATA PROTECTION

*Eco-Schools is a data controller responsible for holding and using personal information about applicants and referees. We will only do this lawfully, with a valid purpose that is relevant to the purpose we have told you about. We will treat the personal information that you give us in accordance with the Data Protection Act 2018 and our Privacy Statement (a copy of which is available from: http://www.keepbritaintidy.org/privacy-policy)*

*The information that you provide on this form and that obtained from other relevant sources, including referees, will be used to process your application for a volunteer position, or to fulfil legal or regulatory requirements as applicable. The personal information that you give us will also be used in confidential manner to help us monitor our process for recruiting volunteers.*

*We do not collect more information than is necessary for us to assess your suitability for a volunteer position and we will not retain it for longer than is necessary. Whilst you are not obliged to provide all of the information requested, it may affect your application if you do not.*

*We will not ordinarily share your information with any third party other than when we are legally obliged to do so.*

*If you succeed in your application and take up a voluntary position with us, the information will be used in the administration of your engagement with us. We will retain the information provided to us for as long as necessary for us to comply with our legal obligations, and in accordance with our Data Protection Policy (which is available on request). We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.*

*You have the right to access the information we hold about you, or rectify it or have it deleted at any time. You also have the right to complain about any inappropriate collection or use of your data.*

References

Details of at least two referees are required from each volunteer and only upon receipt of the two references and completion of the training course (including verification of identification) will a volunteer be offered the opportunity to commence assessments in schools.

The referees must have known the candidate for a minimum of two concurrent years**.**

The references will always be sought and obtained directly from the referee and not through a third party or directly through the volunteer.

We will remind all referees that they have a responsibility to ensure the reference is accurate and does not contain anything that misrepresents the volunteer and that relevant factual content may be discussed with the applicant.

Type of referees:

1. Employment or academic

One referee should be the applicant’s current, most recent employer, where they have been employed for 2 concurrent years or for full time students the principle or department head that can verify that they have known them for 2 concurrent years. Wherever possible, they should be able to comment on the applicant’s work with children. All referees will be asked about the candidate’s suitability for the role as an Eco-Schools Green Flag Volunteer: visiting schools and interacting with children and young people. The referee will also be asked if they know of any reason why the applicant should not work with children or young people. **References will not be accepted from relatives.**

1. Character / personal

The second referee can be that of any other background and have known the applicant for 2 years. The referee will be asked to confirm the ability, motivation and aptitude of the volunteer for the post. We will ask for confirmation that the referee is completely satisfied that the candidate is suitable to work with children and, if not, to give specific details of their concerns and the reasons why they believe the person might be unsuitable. **References will not be accepted from relatives.**

1. Client/Charity

If you are unable to provide an employee or academic referee, then please provide the details of someone you have worked with on a client basis for two years or from a charity who you have volunteered with for 2 concurrent years. The referee will be asked to confirm the ability, motivation and aptitude of the volunteer for the post. We will ask for confirmation that the referee is completely satisfied that the candidate is suitable to work with children and, if not, to give specific details of their concerns and the reasons why they believe the person might be unsuitable. **References will not be accepted from relatives.**