**Volunteer and Work Experience Requests**

**Please complete for all requests and email to:** [**office@mountcarmelhigh.lancs.sch.uk**](mailto:office@mountcarmelhigh.lancs.sch.uk)**.**

**You will be contacted by a member of staff within 10 working days of receipt of this request.**

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| **Applicant Details:** |  |
| Name: |  |
| Address: |  |
| Contact Number: |  |
| Email Address: |  |
| Requested Department/Subject: |  |
| Dates/Times requested |  |
| Reason for request:  See information below on definitions of volunteer and work experience |  |

**Please note:** **Mount Carmel Roman Catholic High School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We may be required to undertake a Disclosure and Barring Service (DBS) clearance prior to any agreement to work placement/volunteer status.**

**The costs for DBS clearance requests may be passed onto the applicant.**

**Definitions:**

**Voluntee**r:

* An individual present in school for the benefit of the pupils only.

Cost of DBS clearance request £15.00

**Work Experience**:

* An individual seeking to take up a career in education or secure a place on a college/university course specifically in education (i.e. Teaching/Teaching Assistant)
* A requirement of the course being undertaken by the individual

Cost of DBS clearance request £57.00