# APPLICATION FORM FOR POTENTIAL PLUS UK

Confidential

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| A. PERSONAL DETAILS | |
| Surname | Home Address |
| Title |
| First Name(s) |
| Place of birth | Telephone Number (home) |
|  | E-mail address |
|  | Telephone Number (work) |

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| B. RELEVANT EXPERIENCE | | | | | | |
| List in chronological order, any relevant posts you have held (voluntary or paid) the most recent first. | | | | | | |
| Name of Organisation | Post held | Full or part-time | From  Month Year | | To  Month Year | |
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Please state how your experience and achievements to date would make you a suitable Potential Plus UK Helpline (web chat) volunteer and why you wish to join us. You should refer to the role description and person specification and relate how this experience (paid or unpaid) supports your application.

Please continue on an additional sheet if necessary.

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| **C. REFERENCES** | |
| Please provide thenames, addresses, email addresses and telephone numbers of two people who can provide a reference in confidence. One referee should be someone from a present or most recent organisation for which you have worked. Neither referee should be a member of your family. Please note that Potential Plus UK will only contact these referees prior to offering you an internship  Please state in which context you are known to the person named. | |
| Name  Context | Name  Context |
| Address  Telephone  E-mail Address | Address  Telephone  E-mail Address |

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| D. PROTECTION OF CHILDREN |
| We are obliged to ask for the following information, in accordance with the provisions of the Home Office circular 86/44 – “Protection of Children”:  Please list below any spent or pending convictions.  N.B. under the relevant Act “spent convictions” must be declared.  If you have no convictions, please state “None”.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I hereby give my permission, should my application be taken forward following interview, for a DBS check to be carried out. I understand that my refusal to do so would prevent my appointment as a Potential Plus UK volunteer.  Signature: |

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| **E ANY OTHER NEEDS** |
| Do you have any needs that require special arrangement at the interview or as a volunteer? If ‘yes’ please give brief details.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are there any other circumstances relevant to becoming a volunteer which ought to be declared?  **Please continue on a separate sheet if there is insufficient space here and attach to your application.** |

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| F. DECLARATION |
| I certify that the information given on this form, is to the best of my knowledge, true and complete.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| To be completed and returned to: Rebecca Howell  Potential Plus UK  Suite 1.6, Challenge House  Sherwood Drive  Bletchley  Milton Keynes MK3 6DP  Tel: 01908 646 433 |

Thank you for taking the time to complete this form. It is appreciated.

## Potential Plus UK is committed to Equal Opportunities