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**Proofreader**

**Application Form**

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| --- |
| NAME |
| ADDRESS |
| TELEPHONE NUMBER/S |
| EMAIL |
|  |
| Please let us know what experience, expertise and interest you have that is relevant to the role of Proofreader for the assessment service.  |
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| The primary role of a Proofreader is to proofread psychometric and educational assessment reports and other reports in a timely fashion with an acute eye to detail for grammar and punctuation.Please outline any relevant experience you have.  |
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| Details of relevant qualifications. |
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| If you are a suitable candidate, are you happy to take part in our training (about 12 non-consecutive hours, some online, some independently on your own) to understand our processes and the standard of work we are looking for? This is undertaken in your own time. |
|  |
| Please provide us with any further information you feel is relevant for this role.  |

**Safeguarding Children and Young People**

Do you appear on a ‘barred’ list prohibiting you from working with children?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | ☐ | No | ☐ |

Have you ever been known by any other names?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | ☐ | No | ☐ |

If yes, please provide full name and applicable start date and end date:

Do you currently hold an enhanced DBS (Disclosure and Barring Service) certificate for working with children issued within the last 3 years?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | ☐ | No | ☐ |

If no, are you in agreement to a DBS check being carried out by Potential Plus UK?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | ☐ | No | ☐ |

**REFERENCES**

Personal references will not be accepted; referees should be able to comment on your professional record and must not be related to you.

One of your references must be your present employer. If you have not been employed over the last 3 years, please provide suitable alternatives, such as from a volunteering role, or explain why you are unable to provide this.

|  |  |
| --- | --- |
| **Name of first referee:** | **Job title:**  |
| **Mobile number:**  | **Work telephone number:**  |
| **Email address:**   |
| **Work address:**  | **Postcode:**   |

|  |  |
| --- | --- |
| **Name of second referee:**  | **Job title:**   |
| **Mobile number:**   | **Work telephone number:**  |
| **Email address:**   |
| **Work address:**  | **Postcode:**   |

Signature:…………………………………………………………………………………….

Date:…………………………………………………………………………………………...

Please return this application form, together with the Proofreading Short Task, to andrea.anguera@potentialplusuk.org with Proofreader Vacancy in the subject box. Or post to Potential Plus UK, The Open University, Vaughan Harley Building - Ground Floor, Walton Hall, Milton Keynes, MK7 6AA

The deadline for applications is 12noon on Friday 9 June. However, please note that we may close recruitment early if sufficient strong applications are received before this deadline.