

Administration & Systems Officer Application Form

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

Please let us know what experience, expertise, and interest you have that is relevant for the smooth operation and development of administration systems, including any development work you may have undertaken.

Potential Plus UK

The operating name of the National Association for Gifted Children
The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA
Charity Registration No 313182 Company limited by guarantee 905037
www.potentialplusuk.org

A significant part of this role is to handle initial enquiries via our office phone line (VOIP). Please tell us what experience you have in handling calls and what approach might be important given many of our callers are parents and carers from a diverse community.

Being highly organised and solution-focussed are crucial to this role. What relevant experience or expertise do you have that would demonstrate your skills in these areas?

Potential Plus UK

The operating name of the National Association for Gifted Children
The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA
Charity Registration No 313182 Company limited by guarantee 905037
www.potentialplusuk.org

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	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you ever been known by any other names?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Potential Plus UK

The operating name of the National Association for Gifted Children
The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA
Charity Registration No 313182 Company limited by guarantee 905037
www.potentialplusuk.org

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

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

REFERENCES

Please note that personal references will not be accepted. If you have not been employed over the last 3 years, please provide suitable alternatives, such as from a volunteering role, or explain the reason for omission under further information to support your application.

One of your references must be your present employer (or alternative). Please note that referees should be people able to comment on your professional record (or similar for volunteer roles) and must not be related to you.

Name:	Job title:
Mobile No:	Work Telephone No:
Email:	
Address:	Postcode:

Name:	Job title:
Mobile No:	Work Telephone No:
Email:	
Address:	Postcode:

CRIMINAL RECORDS DISCLOSURE

All applicants for posts with Potential Plus UK are required to disclose all convictions, cautions, reprimands and final warnings, both spent and unspent as such posts are exempt from the provision of the Rehabilitation of

Potential Plus UK

The operating name of the National Association for Gifted Children
The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA
Charity Registration No 313182 Company limited by guarantee 905037
www.potentialplusuk.org

Offenders Act 1974. If you are offered a post, it will be on a conditional basis, subject to a satisfactory enhanced Disclosure and Barring Service check.

For all applicants, any criminal record information should be disclosed in a separate, confidential email to the Chief Executive (Senior Designated Safeguarding Lead) julietaplin@potentialplusuk.org

Such information will be treated in the strictest confidence and only appropriate officers involved in your application process will be able to view this information.

Withholding criminal record information may lead to the withdrawal of an offer of employment or volunteer post, or if following appointment, to disciplinary action, which may result in dismissal.

ONLINE VETTINGS CHECK

In line with KCSIE (Keeping Children Safe in Education) 2022 and safer recruitment practices, the charity may conduct an online search for all shortlisted candidates.

The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and may be asked to clarify their online presence.

DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:
Date:

Please return this form to julietaplin@potentialplusuk.org with **Administration & Systems Officer** in the subject box.

Or post to Potential Plus UK, The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA

Closing date is **12noon on Monday 8 January 2024**

Potential Plus UK

The operating name of the National Association for Gifted Children
The Open University, Vaughan Harley Building Ground Floor, Walton Hall, Milton Keynes MK7 6AA
Charity Registration No 313182 Company limited by guarantee 905037
www.potentialplusuk.org