

# Fundraising & Membership Officer Application Form



Full name	
Address	
Contact number	
Email	
National Insurance Number	

## Post-16 Education

Name of school, college and/or university	Dates attended	Qualifications & grades	Date of accreditation

### Potential Plus UK

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

**Other relevant accredited or non-accredited professional learning**

Awarding Body or PL provider	Dates	Qualification and/or title of course

**Employment history – please explain any gaps in employment**

Employer	Role	Dates & FTE salary	Main duties	Reason for leaving

**Potential Plus UK**

Please tell us what experience, knowledge, expertise and interest you have that are relevant to the role of Fundraising & Membership Officer.

Part of this role includes stewarding the support of donors, funders, ambassadors and influencers. Please tell us what experience you have in building and maintaining positive relationships with a variety of stakeholders.

A 'can do', solution-focussed attitude is crucial to this role. What relevant experience or expertise do you have that would demonstrate your skill in these areas?

Please provide us with any further information you feel is relevant for this role.

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## 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 above 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. References are taken upon offer of the role.

Name:	Job title:
Company/organisation:	Contact No:
Email:	
Address:	
Name:	Job title:
Company/organisation:	Contact No:
Email:	
Address:	

## 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 for a charity that supports children and young people. Shortlisted candidates will be provided with further guidance and may be asked to clarify their online presence.

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## 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 (electronic signatures accepted):
Date:

Please return this form to [julietaplin@potentialplusuk.org](mailto:julietaplin@potentialplusuk.org)  
with **Fundraising & Membership 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 Friday 14 June 2024

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