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**University of Leicester**

**The Insight Project**

Pro Bono Office

Fielding Johnson Building

University of Leicester • University Road

LE1 7RH

Email: probono@le.ac.uk

Email: pmn10@student.le.ac.uk

![MCBS00790_0000[1]]()Application for the position of: **Insight Project Team Leader** Date:

Please return your completed application by email with the subject ‘***Insight Project Volunteer Application***’ to pmn10@student.le.ac.uk no later than **11:59pm, Friday 11th October 2019**. Alternatively, please complete the form and place under the Pro Bono office door by **1pm, Friday 11th October 2019**.

In order for your application to be considered**, all sections/questions** must be completed on this form and you **must** attach a copy of your CV (resume). Incomplete applications will not be accepted. **All email attachments must be in Microsoft Word (.doc/.docx) or PDF format.**

If successful, you **must also be available for an interview between the 14th October** and the **1st November** which we will schedule around your academic timetable.

If you have any questions please email them to **Paul Newton, Director of the Insight Project**, at pmn10@student.le.ac.uk.

**Disclaimer**

By submitting this application to the University of Leicester Pro Bono Group, I declare that the information contained therein is true and to the best of my knowledge correct. I agree that the University of Leicester Pro Bono Group, in accordance with the *Data Protection Act* 2018, may hold and process personal data contained in this form for the purposes of considering this application.

![MCBS00790_0000[1]]()

**Personal Details**

Surname: Forename: Title: Mr □ Mrs □ Miss □ Dr □ Other □

Date of Birth: Year of Study Nationality:

Telephone Number(s):

University Email Address: Alternate Email Address:

Term-time Address: Permanent Address:

Languages spoken:

**University Education**

Please list the subjects you are taking/have taken and the individual grades you have received\*.

First Year:

Second Year:

Third Year:

Other Qualifications (including A levels):

Previous University of Leicester Pro-Bono Group Experience (and relevant awards) OR alternative Pro Bono experience:

**Please attach a copy of your CV to this application**

**Please note that it will not weaken your application if you do not have any prior experience within the Pro Bono Group.**

\*(If you are yet to be examined, please just place the subjects you are studying, in the correct sections above).

**Important information about your application**

Please attach a copy of your timetable for all days between the 14th October and 1st November:

This will help when allocating you an interview time. Please also state any other University/Employment/Hobby commitments you have during that week\*.

\*If you do not have your timetable at the date of completing this application form, please do inform us, so it does not affect your application.

If successful, applicants will be called to an interview between Monday 14th October 2019 and Friday 1st November 2019. All unsuccessful applicants will be placed on a waiting list, and will be called to interview if a volunteer spot becomes available.

PLEASE NOTE THAT **IF YOU ARE SUCCESSFUL AT INTERVIEW**, YOU WILL BE REQUIRED TO ATTEND A **COMPULSORY MEETING** WITH THE OTHER VOLUNTEERS AND THE DIRECTOR. It will last for roughly one hour. The venue and date will be confirmed in a later email.

**Suitability Questions**

**Why do you want to volunteer for the Insight Project in the capacity of Team Leader?**

**Max Word Limit: 250**

**Please detail any relevant employment, volunteer work, extra-curricular activities and/or hobbies. What skills have you developed from these experiences that will help you within the Insight Project volunteer role?**

**Max Word Limit: 250**

**What are your three best qualities as a person? Please explain how that will help you as a team leader of the Insight Project**

**Max Word Limit: 150**

**Becoming a Team Leader of the Insight Project will require you to manage your time effectively. How will you ensure you complete all Insight Project tasks thoroughly, as well as keep on top of your University work and other commitments? Can you provide an example of when you managed your time effectively?**

**Max Word Limit: 250**

**Becoming a Team Leader of the Insight Project will require you to lead a small group of other members. Please detail any experience you may have working as a team?**

**Max Word Limit:250**

**If chosen, what would you bring to the Insight Project?**

**Max Word Limit:150**

**Signature:** **Print Name:**  **Date**: