Job application form

Burngreave Messenger

Post: Project Administrator

PERSONAL DETAILS:

First name:

Surname/Family name:

Address:

Daytime phone number:

Evening phone number:

Email address:

NI number:

REFERENCES

Please give details of two people who will act as your referees.
Referee (1) should be your present or most recent employer.
Please state whether Referee (2) is in a personal or employment capacity.

Referee (1) (present or most recent employer)	Referee (2) *employment/*personal capacity (*delete)
Name:	Name:
Address:	Address:
Phone no.	Phone no.

Hours: Full-time / Job-share [delete as appropriate]

If job-share, what days / hours are preferred?

_____

EDUCATION

Please give details of any formal qualifications you have gained, giving the most recent first.

School/College	Qualifications	Grade/Level	Date

OTHER TRAINING/COURSES

Please give details of any relevant training or courses you have attended, giving the most recent first.

DETAILS OF CURRENT/MOST RECENT EMPLOYMENT

Job title: Employer's name:

Date appointed: Address:
Date of leaving:
Reason for leaving:

                                    Post code:

Brief summary of duties/responsibilities:

Please give details of any other employment which, together with the job applied for, would mean you would be working more than an average of 48 hours per week.

PREVIOUS EMPLOYMENT (Most recent first)

Employer	Job held and Main Duties	Dates from	to	Reasons for leaving

OTHER EXPERIENCE RELEVANT TO THIS JOB (e.g. voluntary work, home life, interests, involvement with community groups, etc)

KNOWLEDGE AND ATTRIBUTES
In this section please give information and examples to demonstrate how you meet the knowledge and attributes requirements of the person specification. Please use a maximum of 250 words for each attribute.

Working with volunteers / young people
Describe an example of working on a task with volunteers or young people. What were the challenges and how did you contribute to overcoming them?

Administrative skills
Tell us about a project/event/activity you provided administrative support for. What systems did you develop to support the activity? How did you ensure these were fit for purpose?

Communication skills
Describe an example where you had to communicate difficult or unwelcome information. What communication method and style did you use, and why?

ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION
Please give us any further information you feel may be relevant to the post, with particular reference to the Job Description and Person Specification. *(Please use no more than one side of A4 paper.)*

If appointed when would you be available to start work? _____

Declaration: I confirm that the information contained in this form is accurate and complete, and may be used as part of my contract of employment.

Signed: _____   Date: _____

Please return your completed form to Steve Barnard at:

steve@burngreavemessenger.org

or by post to:

The Burngreave Messenger
Abbeyfield Park House
Abbeyfield Road
Sheffield
S4 7AT

by midnight on **Monday 25th January 2016**.

If you are selected for interview we will let you know by 29th January. Interviews will be held the following week.

Thank you for completing this form, any information you have given will be treated as strictly confidential.