

Job application form



Post: Volunteer Development Worker

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.

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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 | | Reasons for leaving |
|----------|--------------------------|-------|----|---------------------|
| | | from | to | |
| | | | | |

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.

Aims and values of the Burngreave Messenger / understanding of diverse communities

How will the provision of volunteering opportunities at the Burngreave Messenger support the needs of our diverse community?

Developing volunteer skills

Describe an example where you have worked with an individual or group of volunteers to develop their skills. How did you identify the development opportunities? How did you support the volunteer(s) with their learning? How did you measure the success of the work?

Interpersonal skills

Tell us about an example where you have had to adapt your style or method of communication to meet the needs of a particular audience (individual or group). What changes did you make and what did you take into consideration when deciding your approach?

Organisational skills

Describe an example where you have had to work with volunteers to deliver a piece of work to a strict deadline. How did you go about planning and organising the work? What difficulties arose and how did you overcome them?

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.