Job application form

Burngreave Messenger

Post: Project Manager / Editor

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

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.

Knowledge of Burngreave
What role do you think a community newspaper should play in Burngreave or a similarly diverse community? What issues should we seek to address? How should we involve the community with the newspaper?

Working with volunteers
Describe an example of working on a project mainly with volunteers. How did you personally contribute? What were the challenges and how did you overcome them? How did you ensure a high quality experience for the volunteers?

Organisational skills
Tell us about a project/event/activity you have been involved in organising alongside other people, that involved multiple tasks and/or tight deadlines. Describe any significant difficulties that arose and how they were resolved. Reflecting back, would you do anything differently?

Decision-making
Describe an example where you had to exercise your judgement in making a difficult and/or important decision. What did you take into consideration? How do you balance between using your own initiative and involving others in decision-making?

Relationships
Describe how you have gone about building a constructive partnership with an external organisation or freelance professional. How did you ensure the needs of both parties were satisfied?

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: _____

NB – leave blank if returning this form by e-mail. We will ask the successful candidate to sign a copy before appointment.

Please return your completed form to Fran Belbin at:

fran@burngreavemessenger.org

or by post to:

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

by **7th December 2015**.

If you are selected for interview we will let you know by 11th December. Interviews will be held on 15th December 2015.

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