

## Application form

### Before completing this form – please read the below information:

- Please ensure you have read the job description for these positions.
- All those who apply for these positions must be able to dedicate a certain amount of time to this project. There will be a series of **compulsory** meetings that all journalists and photographers will be required to attend. In addition to this, all writing and photography work must be carried out in the young persons own time.

All shortlisted applicants will be required to attend a short interview to go through what the project involves.

Please do not apply for either of these positions if you are not able to dedicate the required time to the roles.

- For those applying for a journalist position – please answer the bottom ‘ARTICLE’ question.  
For those applying for a photographer position – please enclose four examples of your previous photo work with a short written summary of each image.
- If you are under 18, please ensure you have a parent/guardian’s signature before sending in this application form.

**Personal information**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>Date of birth:</b>	
<b>Are you at school? If so where:</b>	
<b>Do you have a job? If so where:</b>	

**Position:**

**What role are you applying for? (Please tick one)**

Journalist:	
Photographer:	
Sponsorship Officer	
Web Editor	
Researcher	

**Information about you:**

<b>Why do you want to work for Outskirts? (no more than 50 words)</b>
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<b>What do you think you will learn from working on this magazine? (no more than 50 words)</b>
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**What skills do you think you can offer this publication? (no more than 50 words)**

**What are your interests/hobbies? (no more than 50 words)**

**What are your future ambitions? (no more than 50 words)**

**What other time commitments do you have?**

**What three things would you like to see in this magazine? (no more than 100 words)**

**In twenty words, describe yourself? (no more than 20 words)**

**Article:**

Only complete the below question if you are applying for a journalist position.

In no more than 300 words, please write a magazine article on:

*“What do you think young people in Richmond upon Thames care about?”*

Please sign and date, below agreeing that all the information you have written above is correct and has been carried out by yourself.

In addition, please ensure that a parent or guardian has signed this form.

**Applicant's signature**

**Parent/Guardian signature**

**Applicant's name printed**

**Parent/Guardian name printed**

**CHECK LIST:**

- Have you included either a short article or series of photographs?**
- Have you completed all the questions**
- Have your parents/guardians signed this form (if you are under 18)?**

**If the answer to the above questions is 'YES' then return this form to: Elinor Ridgeway, Room 4, York House, Twickenham, TW1 3AA. If you need assistance completing the form, please call 020 8487 5159.**

**The London Borough of Richmond upon Thames Equal Opportunities Policies – Statement of Intent – Employment Policy**

The Council of the London Borough of Richmond upon Thames defines itself as an equal opportunities employer and we are working towards equality and diversity.

The Council is actively opposed to all forms of unfair discrimination and is therefore committed to the principle that no job applicant or employee shall be discriminated against on the grounds of gender, sexuality, disability, race, colour, nationality or ethnic origin.

**Safeguarding children, young people and vulnerable adults statement**

The London Borough of Richmond upon Thames is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.