

Mendocino County Public Broadcasting



Post Applied for: KZYX General Manager / MCPB Executive Director

Please read both the description of KZYX public radio and of the Mendocino County area before applying for this position.

Job Application Form

Closing Date: January 31, 2019

You may complete this application in lieu of a resume, if you wish. Please sent it to:

ATTN: GM Position
PO Box 1
Philo, CA 95466

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal Details

Last Name:		First Name:	
Preferred Name:			
Address:			
City			
State			
Zip code:			
Daytime Telephone N°:			
Evening Telephone N°:			
E-mail address:			
Can we contact you at work?	Yes ☐	No ☐	
Are you free to remain and take up employment in the US with no current immigration restrictions?	Yes ☐	No ☐	
<u>Driving Licence</u> – Do you hold a driving license valid in the US?	Yes ☐	No ☐	

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Type of Business:

Address:

Zip code:

Job Title:

Date Started:

Date

Ended:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Reason for leaving
(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Type of Business:

Address:

Zip code

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Type of Business:

Address:

Zip code

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Professional or Other Training or Schooling Related to this Position

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

[illegible]

Membership in any Professional / Technical Associations - Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position, especially your experience in radio stations. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 6 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Work Relationship:		Work Relationship:	
Organization:		Organization:	
Address:		Address:	
	Postcode		
Telephone #:		Telephone #:	
E-mail:		E-mail:	

Are you willing for this person to be approached prior to the interview?

Yes ☐ No ☐

Are you willing for this person to be approached prior to the interview?

Yes ☐ No ☐

Section 7 Instructions

Signed:

Date:

Compensation is Dependent upon Experience

MCPB/KZYX is an Equal Opportunity Employer

RETURNING THIS FORM

Please Send Resume to:

**ATTN: GM Position
PO Box 1
Philo, CA 95466**

No phone calls accepted.

Deadline for receipt of resumes/applications is **January 31, 2019.**

Potentially successful candidates will be notified within one week of the application deadline and interviews will be set up shortly after that. Please note that your information will be handled confidentially.

Thank you for your interest in this managerial and leadership position in public radio.

Revised by the BOD on December 18, 2018