**Application for employment**

In confidence

# Post applied for:

# Policy Coordinator Graphical Sector – Deadline 15 September 2022

# Based at:

**UNI Europa Office, Brussels, Belgium**

**Please read the job description carefully before completing this form.**

All documents should be submitted in word format only.

File names/email subject line should start as follows: “UE\_Vacancy Policy Coordinator Graphical Sector *[your surname]*”

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | Replace with First name(s) Surname(s) |
|  |
|   | Replace with house number, street name, city, postcode, country  |
| Replace with telephone number  Replace with mobile number  |
| State e-mail address  |
| State personal website(s)   |
| Replace with type of IM service Replace with messaging account(s)   |
| Gender Enter gender | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies  |

|  |  |
| --- | --- |
| **JOB RELATED EXPERIENCE** |   |

|  |  |
| --- | --- |
| Trade Union Experience | Replace with details of any membership and/or experience you have had regarding trade unions. |

|  |  |
| --- | --- |
| NGO Experience/EU institutions | Replace with details of such experience. |

|  |  |
| --- | --- |
| **WORK EXPERIENCE** |   |

[Add separate entries for each experience. Start from the most recent.]

|  |  |
| --- | --- |
| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities
 |
| Business or sector Replace with type of business or sector  |

|  |  |
| --- | --- |
| **EDUCATION AND TRAINING** |   |

[Add separate entries for each course. Start from the most recent.]

|  |  |  |
| --- | --- | --- |
| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country)  |
| * Replace with a list of principal subjects covered or skills acquired
 |

|  |  |
| --- | --- |
| **PERSONAL SKILLS** |   |

[Remove any headings left empty.]

|  |  |
| --- | --- |
| Mother tongue(s) | Replace with mother tongue(s) |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |

|  |  |
| --- | --- |
| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:* good communication skills gained through my experience as sales manager
 |

|  |  |
| --- | --- |
| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example: * leadership (currently responsible for a team of 10 people)
 |

|  |  |
| --- | --- |
| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example: * good command of quality control processes (currently responsible for quality audit)
 |

|  |  |
| --- | --- |
| Digital skills | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)  |
|  | Replace with name of ICT-certificates |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:* good command of office suite (word processor, spread sheet, presentation software)
* good command of photo editing software gained as an amateur photographer
 |

|  |  |
| --- | --- |
| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:* carpentry
 |

|  |  |
| --- | --- |
| Driving licence | Replace with driving licence category/-ies. Example:B |

|  |  |
| --- | --- |
| **ADDITIONAL INFORMATION** |   |

|  |  |
| --- | --- |
| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferencesCitationsCoursesCertifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.Example of publication:* How to write a successful CV, New Associated Publishers, London, 2002.

Example of project:* Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
 |

|  |  |
| --- | --- |
| **ANNEXES** |   |

|  |  |
| --- | --- |
|  | Replace with list of documents annexed to this form. Examples:* copies of degrees and qualifications;
* testimonial of employment or work placement;
* publications or research.
 |

|  |  |
| --- | --- |
| **CANDIDATE STATEMENT** |   |

|  |
| --- |
| Please describe the qualities and skills that you will bring to this job |

|  |
| --- |
| Replace with your statement of no more than than 1,000 words |

|  |  |
| --- | --- |
| **JOB RELATED INFORMATION** |   |

|  |  |
| --- | --- |
| Current Salary | Replace accordingly |

|  |  |
| --- | --- |
| Expected Salary | Replace accordingly |

|  |  |
| --- | --- |
| Reason for leaving | Replace accordingly |

|  |  |
| --- | --- |
| Earliest start date if successful | Replace accordingly |

|  |  |  |
| --- | --- | --- |
| How did you hear about this vacancy? | Replace accordingly |  |

|  |  |
| --- | --- |
| **REFERENCES** |   |

|  |  |
| --- | --- |
| **Referee 1** | **Replace with full name** |
| Address | Replace accordingly |
| In what capacity do you know him/her? | Replace accordingly |
| For how long have you known him/her? | Replace accordingly |
| Daytime Contact Number | Replace accordingly |
| Email address | Replace accordingly |
| Can we contact this referee now? | Replace accordingly |

|  |  |
| --- | --- |
| **Referee 2** | **Replace with full name** |
| Address | Replace accordingly |
| In what capacity do you know him/her? | Replace accordingly |
| For how long have you known him/her? | Replace accordingly |
| Daytime Contact Number | Replace accordingly |
| Email address | Replace accordingly |
| Can we contact this referee now? | Replace accordingly |

|  |  |
| --- | --- |
| **DECLARATION** |   |

|  |
| --- |
| **I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that any false information or omissions found at a later date may lead to dismissal without notice.** **If sent electronically, without signature, you automatically agree to the declaration.** |

|  |  |
| --- | --- |
| Signature and date |  |