APPLICATION FORM



We can only shortlist candidates on the basis of the information supplied in this application form.

It is therefore in your interest to provide all the information which is relevant to your suitability for this position in a format which is clear and easily understood.

Please complete the form and return to by 14 February 2018 COB: Dbouteillet@ecre.org

## Post Applied for: Administrative assistant, ECRE UNHCR Strategic Partnership

# **PERSONAL DETAILS**

SURNAME:

NAME(S):

ADDRESS:

EMAIL ADDRESS:

TEL NO:

Do you require a work permit to take up employment in Belgium?

If you were offered this position, how soon would you be available to start?

EDUCATION

Tell us about your education and qualifications; include any training which did not lead to a qualification but which you feel is relevant to the advertised post.

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| University, College or Examining Authority | Degree Obtained | Grade Obtained (optional) | Date obtained |
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### FULL EMPLOYMENT HISTORY

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| Please list your full employment history starting with your most recent employment. It will be sufficient to briefly describe the main duties and responsibilities of your post.  Please do also include any relevant voluntary work you have done | 1) Name of Employer/Organisation:  Address:  From: To:  Job Title:  Brief description of duties:    Reasons for leaving:  2) Name of Employer/Organisation  Address:  From: To:  Job Title:  Brief description of duties:    Reasons for leaving:    3) Name of Employer/Organisation  Address:  From: To:  Job Title:  Brief description of duties:    Reasons for leaving: |

COVERING LETTER

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| IMPORTANT  This section is for you to indicate:  - Why you are motivated for this position;  - What you hope to achieve;  - Any relevant experience or skills you have which can support your application.  The JOB DESCRIPTION contains information on the job content. This includes the job title and overall purpose and content of the job and a description of the main duties and responsibilities of the post.  The PERSON SPECIFICATION is a list of criteria that will enable recruiters to make a judgement about the relative merits of different applicants in order to shortlist for interview those who are able to demonstrate a higher level of skill or  more comprehensive experience of the different criteria.  In relation to the criteria of the PERSON SPECIFICATION, please state clearly the extent to which you have gained the skills and experience necessary for the post.  Tell us about relevant experience you have gained so that you can help us to assess your knowledge, skills and abilities, it is not sufficient merely to duplicate what the person specification states.  However, please ensure that you give us only information that is relevant to the specific requirements of the post, so that the essential points are not overlooked.  Please remember that you can illustrate your skills by referring to experience gained outside paid employment. |  |

### LANGUAGES

Please document the level of your linguistic abilities, starting with your native language.

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| Language | Fluent | Working Knowledge | Basic Level |
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### REFERENCES

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| FIRST REFERENCE NAME:  Organisation:  Address:  Telephone number:  Email Address:  Relationship to applicant: When may we contact this referee? After shortlisting? After offer? SECOND REFERENCE NAME:  Organisation:  Address:  Telephone number:  Email Address:  Relationship to applicant: When may we contact this referee? After shortlisting? After offer? |

DECLARATION

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| --- | --- |
| The provision of false information in an application form may be grounds for disqualification or if appointed dismissal | I certify that the information given on this form is correct to the best of my knowledge. I consent to ECRE checking any information provided in this application.  Signed:  Date: |