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: Dbouteillet@ecre.org **by May 4th 2019**

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

# **PERSONAL DETAILS**

SURNAME:

NAME(S):

ADDRESS:

EMAIL ADDRESS:

TEL NO:

Date of Birth:

Nationality:

For non-EU nationals, 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.  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: |