**Application Form – Advocacy Assistant**

We can only shortlist candidates based on the information supplied on this application form. It is therefore in your interest to provide all the information, which is relevant to the job in a format which is clear and easily understood. Please complete the form and return to Josephine Liebl (jliebl@ecre.org), stating ‘Application Advocacy Assistant’ in the subject heading. Applications will be reviewed on a rolling basis. Only successful candidates will be contacted for an interview.

All information given on the application will be treated in a confidential manner and in line with data protection legislation.

**Please note that the personal information (personal details and declaration) will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the rest of the application form otherwise your application will be rejected.**

## POST APPLIED FOR: Advocacy Assistant

**Where did you see the post advertised?**

### 1. PERSONAL DETAILS (Personal information will be removed for the selection process)

**SURNAME**: **NAME**:

**ADDRESS**:

**DATE OF BIRTH**: **EMAIL ADDRESS**:

**TEL NO**: (home) **TEL NO**: (mobile):

**Do you define yourself as having refugee background?**  Yes  No

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| **Signed Declaration**  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 the ECRE checking any information provided in this application**.  **Date:**  **Name / Signature:**  Please note that only short-listed applicants will be contacted. |

### 2. EDUCATION:

**Tell us about your education and qualifications, include any relevant courses currently being undertaken.**

#### **Level/Qualification Title Date Gained**

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| **TRAINING:**  **(**please list any training which did not lead to a qualification but which you feel is relevant to the advertised post) | | | |
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### 3. EMPLOYMENT HISTORY

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| Shortlisting is based on skills and experience you show and your employment history is a key indicator.  Please start with your most recent employment. It will be sufficient to briefly describe the main duties and responsibilities of your post.  . | **Name and address of Employer/Organisation**:  **From**: **To**:  **Job title**:  **Brief description of duties**:  **Reason for leaving**:  **Name and address of Employer/Organisation**:  **From**: **To**:  **Job title**:  **Brief description of duties**:  **Reason for leaving**: |

### 4. COVER LETTER

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| IMPORTANT  This section is for you to indicate:  - Why you are motivated for this position;  - How you meet the person specification outlined in the Job Description  - 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. |  |

### 5. 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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### 6. REFERENCES

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| Please give names, addresses and telephone number of two persons, one of whom must be your present or most recent employer (paid or voluntary work). Please do not miss to complete this section. Applications without references cannot be considered.  Relatives or partners are not acceptable for work references.  All appointments are subject to receipt of satisfactory references | FIRST REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: SECOND REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: |

### 6. DECLARATION

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| **If you were offered this position, what would be the earliest date you can start?**  **Can you please confirm that you are eligible to work in Belgium?**  Yes  No |