**Application form for**

**LOCAL STAFF VACANCIES**

(to be sent by e-mail to vacancies@euam-ukraine.eu)

**Only duly-filled in English official application forms will be accepted**.

All other forms of applications and/or after deadline for submission will be disregarded.

Any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission.

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| **1. VACANCY DETAILS**

|  |  |
| --- | --- |
| **Priority** | **Vacancy Title (Position Code)** |
|  |  |
|  |  |
|  |  |

**2. PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |       | First Name |       |
| Date of Birth |       (dd/mm/yyyy) | Country of Birth |       |
| National Passport No |       | National Tax ID |       |
| Present Nationality |       | Other Nationality |       |
| Gender |  | Driving license | [ ]  Yes; Category       |

**3. CONTACT DETAILS**

|  |
| --- |
| **Home address** |
| Street      Town/City      Country       | Zip/Postal Code      County/State/Province       |
| **Contact details, Alternative contact details** |
| Email addresses      ,      Mobile numbers +380Telephone numbers +380 |

**4. EDUCATION AND PROFESSIONAL TRAINING**

|  |  |
| --- | --- |
| **University education or equivalent** | Attended (mm/yyyy) |
| Name institution / university, place and country | Degrees/qualifications obtained (Title of qualification awarded) | Main course/field of study | From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **Secondary & College education and/or formal vocational education/training**  |
| Name institution / place and country | Degrees/qualifications obtained (Title of qualification awarded) | Main course/field of study | From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
| **Other courses** |
| Name institution | Place and country | Course title | From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

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**5. EMPLOYMENT RECORDS (in reverse chronological order)**

|  |  |
| --- | --- |
| **Current/most recent position**  | Current position: Yes [ ]  |
| Organisation | Place and country | Job title | Date (mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):       |
| Supervisor’s name:       | Email:       | Phone No.: +380 |
| **Previous position** (**1)** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):       |
| Supervisor’s name:       | Email:       | Phone No.: +380 |
| **Previous position (2)** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):       |
| Supervisor’s name:       | Email:       | Phone No.: +380 |
| **Previous position (3)** (only positions longer than 6 months) |
| Organisation | Place and country | Job title | Date (mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
| Description of tasks and responsibilities (management level, supervisory level, number of personnel supervised):       |
| Supervisor’s name:       | Email:       | Phone No.: +380 |
| **Other previous positions and positions shorter than 6 months** |
| Organisation | Place and country | Job title | Date (mm/yyyy) |
|  |  |  | From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |

**6. OTHER SKILLS**

|  |  |
| --- | --- |
| **Languages**(European level \*) | **Native language(s):** **,**  |
| Other languages | Speak | Write | Read | Understand |
| English |  |  |  |  |
|       |  |  |  |  |
|       |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

C1, C2 = Proficient; B1, B2 = Independent User; A1, A2 = Basic User

(\*)[Common European Framework of Referencesfor Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

|  |
| --- |
| **Computer skills** |
| Word processor |  | Web browsing |   | Presentations  |  |
| Spreadsheets |  | Financial software |  | Project management |  |

C = Proficient User; B = Independent User; A = Basic User; N/A

**7. REFERENCES**

|  |
| --- |
| Please provide minimum of 2 persons who will provide a reference. NO RELATIVES |
| **NAME** | **COMPANY** | **EMAIL** | **TELEPHONE** |
|       |       |       | +380 |
|       |       |       | +380 |
|       |       |       | +380 |

**8. MOTIVATION AND ADDITIONAL INFORMATION**

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| --- |
| Please explain the reasons for your application, covering your profile and particular interest in this position. Add any other information that might be relevant to your application, including any skills, knowledge and experience for which there was no space above.  |
|  |

**9. FINAL QUESTIONS**

|  |
| --- |
| Please read and answer carefully all questions  |
| Do you have any objections to our making enquiries of your employers? | [ ]  Yes |
| Do you have any objections to undergoing a medical examination prior to employment? | [ ]  Yes |
| Are you regularly taking any medication? | [ ]  Yes |
| Is any relative of yours, to the best of your knowledge, working in EUAM | [ ]  Yes |
| Have you ever been convicted or sentenced in any criminal proceedings (excluding minor traffic violations)? | [ ]  Yes |
| Do you have any objections to undergoing Biometric and Security checks prior to/during employment? | [ ]  Yes |
| If you responded “Yes” to any of the previous questions, please provide details |
|       |
| In accordance with the Law of Ukraine “On Protection of Personal Data”, I do hereby give to EUAM Ukraine an unambiguous consent for processing of my personal data under the terms and conditions defined by the Ukrainian legislation. | I agree:[ ]  Yes |
| By submitting this application form, I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and will result in termination or dismissal from the mission. | I agree:[ ]  Yes |
| Place      | Date      (dd/mm/yyyy) | Signature (typed name is sufficient)      |

**If selected for the interview you will be requested to supply documentary evidence which supports your education and other statements you made above.**

**Do not send any documentary evidence until you have been asked to do so.**

**Please submit the filled form in the Microsoft Word format only.**