

Sample application form for viewing only - do not use to apply.

All * relevant fields must be duly completed (Candidates should complete the form in all its parts)

1 Language used to fill in the form *

☐ EN ☐ FR ☐ IT

2 Name (Your application will be registered and identified under this name)

Title : [Mrs,Ms,Mr,Dr,Pr]

Lastname/Surname :* (eg. Smith)

Firstname/Forenames :* (eg. John)

3 Address for correspondence (The EUI should be informed of any address change)

Street :*

Street number :

Postal code :*

Town :*

Country :*

Telephone number :*

Daytime telephone number :

Mobile phone number :

E-mail address :*

Alternative E-mail address :

Fax number :

4 Date of birth *

Day/Month/Year :

/ /

 Male Female

<input type="checkbox"/>	AUT	<input type="checkbox"/>	DNK	<input type="checkbox"/>	FRA	<input type="checkbox"/>	IRL	<input type="checkbox"/>	NLD	<input type="checkbox"/>	ROU
<input type="checkbox"/>	BEL	<input type="checkbox"/>	ESP	<input type="checkbox"/>	GBR	<input type="checkbox"/>	ITA	<input type="checkbox"/>	PRT	<input type="checkbox"/>	BGR
<input type="checkbox"/>	DEU	<input type="checkbox"/>	FIN	<input type="checkbox"/>	GRC	<input type="checkbox"/>	LUX	<input type="checkbox"/>	SWE		
<input type="checkbox"/>	CYP	<input type="checkbox"/>	CZE	<input type="checkbox"/>	EST	<input type="checkbox"/>	HUN	<input type="checkbox"/>	LVA		
<input type="checkbox"/>	LTU	<input type="checkbox"/>	MLT	<input type="checkbox"/>	POL	<input type="checkbox"/>	SVK	<input type="checkbox"/>	SVN		
<input type="checkbox"/>	Other										

7 Knowledge of European Union languages *

	No knowledge	Basic knowledge	Satisfactory knowledge	Good knowledge	Excellent knowledge	Mother tongue
Bulgarian						
Czech						
Danish						
Dutch						
English						
Estonian						
Finnish						
French						
German						
Greek						
Hungarian						
Italian						
Latvian						
Lithuanian						
Maltese						
Polish						
Portuguese						
Romanian						
Slovak						
Slovenian						

Spanish ☐ ☐ ☐ ☐ ☐ ☐ ☐

Swedish ☐ ☐ ☐ ☐ ☐ ☐ ☐

Other

8 Education *

Give full details, **in reverse order**, of schools or other formal training or education (e.g. secondary education, technical school, apprenticeship, university or its equivalent, postgraduate, ...).

Education 1

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

Education 2

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

Education 3

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

Education 4

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

Education 5

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

Education 6

Name & Place :

Type :

Year attended (From) :

Year attended (To) :

Certificates, diplomas, degrees or academic distinctions obtained :

9 List IT skills you possess and other tools you can use. *

Tick the appropriate box or boxes

IT applications/ software	No knowledge	Basic knowledge	Satisfactory knowledge	Thorough knowledge
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountancy Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

Characters

remaining :

10 Employment record *

Starting with your present occupation, list **in reverse order** each activity in which you have been engaged. List military service (where relevant).

In the description of duties, please make sure to use *words specifically* describing your job and its environment, and to state *duties relevant* to the job you are applying for.

Present or most recent occupation

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

1000

Name of Supervisor :

Number and kind of employees supervised by you :

From (MM/YYYY) :

To (MM/YYYY) :

Previous occupation [2]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

1000

From (MM/YYYY) :

To (MM/YYYY) :

Previous occupation [3]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

From (MM/YYYY) :

To (MM/YYYY) :

Previous occupation [4]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

From (MM/YYYY) :

To (MM/YYYY) :

Previous occupation [5]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

From (MM/YYYY) :

To (MM/YYYY) :

Previous occupation [6]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

Characters remaining :

From (MM/YYYY) :

To (MM/YYYY) :

11 Years of experience

Total number of years of professional experience * :

12 Additional information

State any further facts or experiences (scientific, multicultural, cultural or social activities, sports, etc.) which you believe will serve in the evaluation of your candidature.

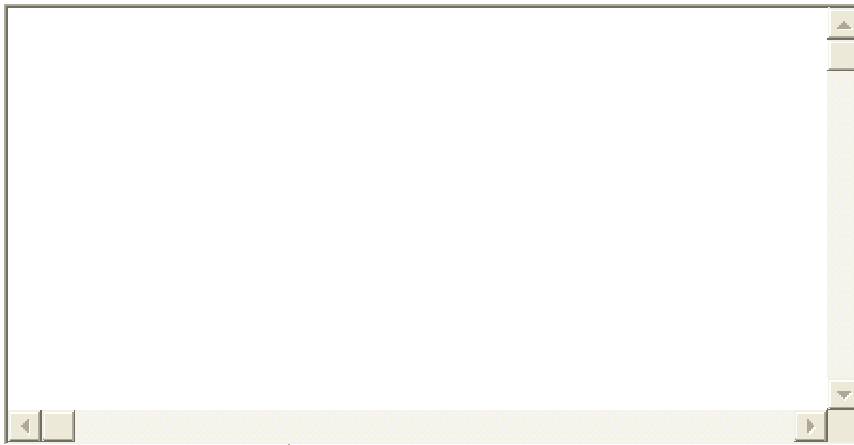
Characters remaining :

13 Motivation

Describe your motivation for applying to this post.

Characters remaining :

14 Professional knowledge and skills relevant to the functions and duties specified in the job description.



Characters remaining : 4000

15 References

List 2 persons not related to you who are familiar with your character and qualifications.

Reference [1] *

Name : *

Address :

Phone number : *

Email : *

Business occupation :

Reference [2] *

Name : *

Address :

Phone number : *

Email : *

Business occupation :

16 In the event of your being selected, how much notice would you need before appointment ?

17 Can the EUI contact your present employer/supervisor ? *

☐ Yes ☐ No

18 Declaration *

(1) I declare on my word of honour that the information provided above is true and complete. If there is any contradiction between this application and my curriculum vitae (which can be requested later by the EUI), only the application form will be considered correct.

(2) I declare on my word of honour that I have fulfilled any obligations imposed on me by the laws concerning military service (where relevant).

☐ By ticking in this field, I confirm the above statements *

(3) By filling in the present form I automatically authorise the European University Institute to process the personal data I provide for recruitment purposes only.

19 Important information

a) The applicant is responsible for the completeness of his or her file. The EUI will not give any information on the status of individual applications.

b) While submitting your application, please make sure to print out the full application form at the end of the process to keep it as a copy for your records.

c) Your application will be considered successfully submitted once you receive an automatic email confirmation.

d) In case you do not receive an automatic email confirmation within 48 hours, you should notify the EUI Personnel Service within another 24 hours using the following fax no.: +39-055-4685293.

e) The EUI may ask for supporting documents at any stage of the procedure.

f) The European University Institute is an equal opportunity employer.

g) The candidate notes and accepts the fact that in case the appointing authority of the European University Institute selects her/him or inserts her/him on the reserve list regarding the above mentioned competition, her/his name will be transparently published on the EUI web pages.

Thank you for applying.