

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 :

/ /

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

	No knowledge	Basic knowledge	Satisfactory knowledge	Thorough knowledge
IT applications/ software				
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 :

A large rectangular text area with a light gray background and a thin black border. It contains no text. On the right side, there are three small square buttons stacked vertically. On the bottom side, there are two small square buttons, one on the left and one on the right.

Characters remaining :

From (MM/YYYY) :

To (MM/YYYY) :

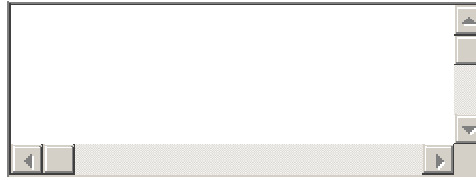
Previous occupation [4]

Name of employer :

City and country :

Title of your post or occupation :

Description of duties and responsibilities :

A large rectangular text area with a light gray background and a thin black border. It contains no text. On the right side, there are three small square buttons stacked vertically. On the bottom side, there are two small square buttons, one on the left and one on the right.

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.

A large, empty rectangular text input box with a light gray background and a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, both with standard arrow and track controls.

Characters remaining :

13 Motivation

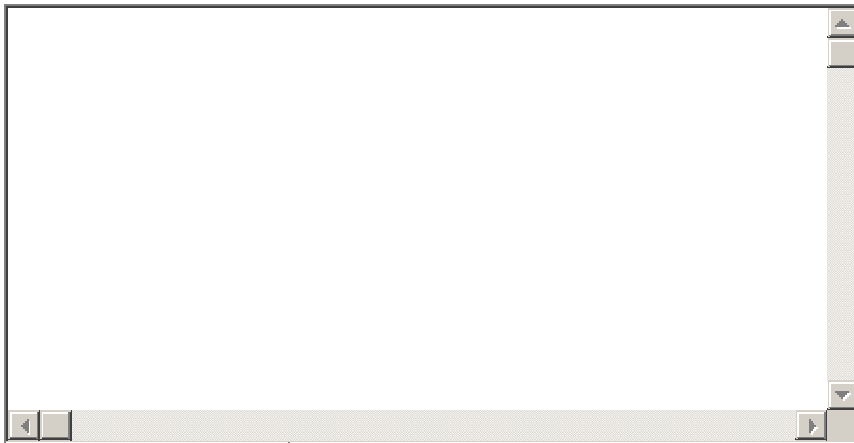
Describe your motivation for applying to this post.

A large, empty rectangular text input box with a light gray background and a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, both with standard arrow and track controls.

Characters remaining :

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

Please address, in particular, the following criteria: secretarial or book-keeping skills and experience, as applicable; ability to work in an international university or research environment.



Characters remaining :

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.