Please fill in the information below electronically, as directed. Delete any unused rows / parts of the application or add more space if required. **All sections are mandatory unless indicated otherwise and must be completed.**

**GH EDCTP3 JU Application**

|  |  |
| --- | --- |
| **VACANCY TITLE** | Administrative Assistant |
| **VACANCY REFERENCE** | GHEDCTP3/2023/TA/03 |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Family name(s): | Click here to enter text. |
| First name(s): | Click here to enter text. |
| Date of birth: | Click here to enter text. |
| Gender: | Choose an item. |
| Nationality/ies: | Click here to enter text. |

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Current address including city, country and postal code: | Click here to enter text. |
| Mobile tel (incl. country code): | Click here to enter text. |
| Alternative phone (optional): | Click here to enter text. |
| Email address: | Click here to enter text. |

**HOW HAVE YOU HEARD ABOUT US?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Via a friend** | **GH EDCTP3 JU website** | **GH EDCTP3 JU social** | **At an event** | **Other (please specify)**  Click or tap here to enter text. |

**EDUCATION (starting with most recent)** – add/delete rows as required

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Title and subject of qualification awarded | Name and address of education establishment |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

CERTIFIED TRAINING(optional – add/delete rows as required)

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Title of Qualification Awarded | Name and address of training establishment |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**WORK EXPERIENCE (starting with current or most recent employer)**

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Position Held / Job title | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Name and address of employer: Click here to enter text. | | | |
| Full-time or part-time**:** Click here to enter text. | | Percentage of time worked (i.e. 100% / 50%): Click here to enter text. | |
| Description of main tasks / duties / responsibilities:  Click here to enter text. | | | |
| Notice Period: Click here to enter text. | | | |
| For administrative purposes, if you are currently working for another EU institution or agency, please specify the following.  Staff category: Choose an item.  Function group/ grade: Click or tap here to enter text. Length and end date of contract: Click or tap here to enter text. | | | |
| Reason for leaving (optional): Click here to enter text. | | | |
| Number and type of staff under your responsibility: Click or tap here to enter text. | | | Size of budget managed: Click or tap here to enter text. |
| Number of hierarchical layers above: Click or tap here to enter text. | | | Number of peers: Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Position Held / Job title | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Name and address of employer: Click here to enter text. | | | |
| Full-time or part-time**:** Click here to enter text. | | Percentage of time worked (i.e. 100% / 50%): Click here to enter text. | |
| Description of main tasks / duties / responsibilities:  Click here to enter text. | | | |
| Staff category: Choose an item.  Function group/ grade: Click or tap here to enter text. | | | |
| Reason for leaving (optional): Click here to enter text. | | | |
| Number and type of staff under your responsibility: Click or tap here to enter text. | | | Size of budget managed:Click or tap here to enter text. |
| Number of hierarchical layers above: Click or tap here to enter text. | | | Number of peers: Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Position Held / Job title | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Name and address of employer: Click here to enter text. | | | |
| Full-time or part-time**:** Click here to enter text. | | Percentage of time worked (i.e. 100% / 50%): Click here to enter text. | |
| Description of main tasks / duties / responsibilities:  Click here to enter text. | | | |
| Staff category: Choose an item.  Function group/ grade: Click or tap here to enter text. | | | |
| Reason for leaving (optional): Click here to enter text. | | | |
| Number and type of staff under your responsibility: Click or tap here to enter text. | | | Size of budget managed: Click or tap here to enter text. |
| Number of hierarchical layers above: Click or tap here to enter text. | | | Number of peers: Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| From (DD/MM/YY) | To (DD/MM/YY) | Position Held / Job title | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | |
| Name and address of employer: Click here to enter text. | | | |
| Full-time or part-time**:** Click here to enter text. | | Percentage of time worked (i.e. 100% / 50%): Click here to enter text. | |
| Description of main tasks / duties / responsibilities:  Click here to enter text. | | | |
| Staff category: Choose an item.  Function group/ grade: Click or tap here to enter text. | | | |
| Reason for leaving (optional): Click here to enter text. | | | |
| Number and type of staff under your responsibility: Click or tap here to enter text. | | | Size of budget managed: Click or tap here to enter text. |
| Number of hierarchical layers above: Click or tap here to enter text. | | | Number of peers: Click or tap here to enter text. |

(add additional employers here if required - copy and paste from the above table template - otherwise delete any unused sections)

**LANGUAGE SKILLS**

|  |  |
| --- | --- |
| Mother tongue(s): | Click here to enter text. |

Other language(s) - add/delete rows as required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Understanding** | | **Speaking** | | **Writing** |
| Listening | Reading | Interaction | Production |
| Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter text. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

\* Levels: A1/2 = Basic user, B1/2 = Independent user, C1/2 = Proficient user – according to the CEFR

For a detailed description of the CEFR levels please use the following link: [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

COMPUTERSKILLS - add/delete rows as required:

|  |  |
| --- | --- |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. |

ADDITIONAL INFORMATION (optional)

Please enter any additional information you wish here; for example a list of publications, additional projects, volunteer work, professional networks, awards, etc.

MEETING THE SELECTION CRITERIA

**REFERENCES**This section gives you an opportunity to provide us with the names and contact details of 3 most recent professional-references persons, not related to you, who know you professionally and/or personally; including at least one supervisor who may be later on contacted by GH EDCTP3 JU to provide professional references on you

This section provides you with an opportunity to clearly describe in more details how well you meet or exceed professional requirements (please refer to the selections 4.1 and 4.2 of the vacancy notice). Use real examples/tasks you have performed, goals achieved. These statements are mainly used to assess your suitability for the post. You should be concise. The space for your input is limited to a maximum of 1000 characters per criteria.

Essential qualification and experience:

Behavioural competences:

Assets:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title/Organization | Telephone number | E-mail address |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**LETTER OF MOTIVATION (required)**

Please provide an explanation (maximum 2 pages) of why you are applying for this post. Include an account of your experience, expertise, knowledge and skills that you feel are relevant to the requirements listed in the vacancy notice.

**ELIGIBILITY AND DECLARATION OF HONOUR**

**Please indicate either Yes or No below**; failing to answer ALL QUESTIONS will render your application invalid.

**IMPORTANT**

**Your application will only be considered if submitted electronically, in full, prior to the application deadline stated in the Vacancy Notice.**

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | I have the level of education required for the post (for vacancies where there is no educational requirement stated, please select ‘yes’) : | Yes | No |
| (2) | I have the level of professional experience required for the post (following the award of any required level of education): | Yes | No |
| (3) | I have a thorough knowledge of at least two official languages of the European Union: | Yes | No |
| (4) | I am a national of a Member State of the European Union: | Yes | No |
| (5) | I am entitled to my full rights as a citizen: | Yes | No |
| (6) | I have fulfilled all obligations regarding military service applicable to me by law (if this is not a requirement by law in your home country please indicate yes): | Yes | No |
| (7) | I meet the character requirements for the duties listed in the vacancy notice: | Yes | No |
| (8) | I am physically fit to perform the duties linked to the post: | Yes | No |

By submitting this application, I, the undersigned, declare that the information provided above is true and correct.

I further declare that:

I will undertake to submit documents in support of the above statements and declarations if requested to do so.

I understand that any false statement of omission in the GH EDCTP3 JU application, even if unintended on my part, may lead to the termination of my application or appointment.

I have real and accept the conditions set out in the Vacancy Notice and any other documents relevant to this selection which have been published on the GH EDCTP3 JU Website.

I am willing to undergo a medical examination prior to my engagement, if selected for the vacancy.

TYPE NAME AND DATE HERE AS SIGNATURE