

## **APPLICATION FOR EMPLOYMENT**

**STRICTLY CONFIDENTIAL**

**The Application Process**

* Please fill in all relevant sections of this application form. *Please note that we will not accept any other written information unless you have submitted a completed application form.*
* Return the form to [opsrecruitment@ieep.eu](mailto:opsrecruitment@ieep.eu)

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| --- | --- |
| Position applied for |  |

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| --- | --- |
| How did you learn of this vacancy? |  |

#### Personal details

(BLOCK CAPITALS PLEASE)

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| --- | --- | --- | --- |
| Surname |  | Title (Dr/Mr/Mrs/Ms/Other) |  |

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| --- | --- |
| Forename(s) |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Country |  | Postcode |  |

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| --- | --- | --- | --- |
| Contact no |  | Email address: |  |

|  |  |
| --- | --- |
| Please give your nationality |  |

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| Preferred long-term base if option available (London or Brussels) |  |

Do you require a work permit to work in the EU? Yes  No

If yes, do you hold a current permit? Yes  No

If yes, please outline details of your current work permit (e.g. type, length, date of issue, etc).

**Qualifications**

List the main academic qualifications (school and university) you have taken or are about to take (e.g. GCSE and A-Level or national equivalents, Baccalaureate, Degree, PhD). Give dates and grades – please indicate failures.

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| --- | --- | --- | --- | --- |
| **Type of qualification** | **Institution issuing award** | **Subject** | **Result** | **Date awarded** |
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**Languages**

Please list the languages you speak and level of proficiency (i.e. basic, good, advanced, mother tongue).

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| Language | Understanding | Spoken | Written |
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**Present or last employer details**

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| Organisation name and address |  |

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| --- | --- | --- |
|  | Postcode |  |

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| --- | --- |
| Position held |  |

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| --- | --- | --- | --- |
| Dates from |  | to |  |

|  |  |
| --- | --- |
| Final or most recent salary and benefits |  |

#### Outline present duties

Continue on a separate sheet if necessary.

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#### Reasons for wishing to leave

Continue on a separate sheet if necessary.

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**Past employment details** (excluding your present or last employment)

(If you are applying for your first post after leaving school or further education, please indicate any past holiday employment.)

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| --- | --- | --- | --- | --- | --- |
| **Employer’s name & address** | **Job title** | **Date** | | **Salary** | **Reasons for leaving** |
|  |  | **From** | **To** |  |  |
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#### Why are you interested in applying for this post?

Continue on a separate sheet if necessary.

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**Relevant experience**

Please draw from past employment and/or from out of work activities, providing details of any scientific papers you have had published. Outline below any skills or experience that are particularly pertinent to the position you have applied for, with explicit reference to the essential and desirable characteristics that are set out in the person-specification. Indicate the number of years you have been involved in the duties mentioned and relevant job titles. Please continue on a separate sheet if necessary.

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**Training courses**

Detail below any specialised training you have received or any relevant short courses attended.

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#### Spare time interests and vocational activities

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**Criminal record**

Please give details of any unspent criminal offences in accordance with relevant national legislation

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#### Length of period of notice to current employer

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#### Referees

Please give the names, addresses and telephone numbers of two referees, at least one of whom should be able to provide you with a professional reference. Please note that referees will only be contacted after prior notification from you.

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| --- | --- |
| Name:  Organisation:  Address:  Telephone:  Email: | Name:  Organisation:  Address:  Telephone:  Email: |

#### Equal opportunities

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender, gender re-assignment, disability, religious or similar belief, sexual orientation, marital or civil partnership status or age.

In case you are selected for interview, please let us know if you have any special requirements.

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#### Declaration

I confirm that the information contained in this application form is correct.

In forwarding this application I accept IEEP’s terms of privacy as stated on the job description, and give my consent for my personal details to be held for up to 6 months after the closing date.

##### Signature

##### Date