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APPLICATION FORM

FOR A POST AND FOR THE ESTABLISHMENT OF A RESERVE LIST FOR
**AN EXECUTIVE SUPPORT ASSISTANT**

OF THE BEREC OFFICE

1. Surname[[1]](#footnote-1):

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2. Forename: Title: (e.g. Mr, Ms, Dr.)

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3. Date of birth: dd/mm/yyyy

4. Sex Male Female

5. Address for correspondence[[2]](#footnote-2):

|  |  |
| --- | --- |
| Street, No, etc.: |  |
| Postcode: Town: | Country: |
| Office Telephone No: | Mobile No: |
| Private Telephone No: | Fax No: |
| E-mail address: Professional: |  |
| E-mail address: Personal: |  |

6. Nationality:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BE | BG | CY | CZ | DK | DE | EL | ES | ET | FR | HR | HU | IE | IT |
| LT | LU | LV | MT | NL | AT | PL | PT | RO | FI | SE | SK | SV | UK |

7. Post-secondary education attested by a diploma, or secondary education attested by a diploma giving access to post-secondary education (please specify):

8. Other studies:

9. Knowledge of languages:

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

1 - mother tongue or thorough knowledge;

2 - very good knowledge;

3 - satisfactory knowledge.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BG | CS | DA | DE | EL | EN | ES | ET | FI | FR | GA | HR | HU | IT | LT | LV | MT | NL | PL | PT | RO | SV | SK | SL |

Other language(s):

10. Current employer (indicate if you are self-employed or unemployed):

|  |  |
| --- | --- |
| Name  |  |
| Address |  |
| Position |  |
| Total number of staff |  |

11. Summarise your professional experience, if applicable (200 words max.):

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12. Summarise your European/international experience, if applicable (200 words max.):

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13. Any membership role or affiliation that you have in organisations/bodies/clubs with a potential interest in the work of BEREC:

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14. Other interests or facts you consider relevant:

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15. If you have a recognised disability which necessitates any special arrangements in the context of this selection procedure, please indicate below:

16. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statement may invalidate my application at any point in the selection process.

2. I further declare on my word of honour that:

(i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;

(ii) I have fulfilled any obligations imposed on me by laws concerning military service.

3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my application.

4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and name:

Applicants must submit with this application form:

A covering letter summarising the reasons for applying

[A CV preferably drafted using the Europass CV format which you will find at:](http://www.europass.cedefop.europa.eu/) [http://www.europass.cedefop.europa.eu](http://www.europass.cedefop.europa.eu/)

1. Important: your application will be registered under this name. Please use it in all correspondence. Any other name (e.g.maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:
 [↑](#footnote-ref-1)
2. Please inform us of any change of address by sending an email to: recruitment@berec.europa.eu. [↑](#footnote-ref-2)