**Application Form – Policy Officer: EU funding for refugee and migrant inclusion**

We can only shortlist candidates based on the information supplied on this application form. It is therefore in your interest to provide all the information, which is relevant to the job in a format which is clear and easily understood. Please complete the form and return to Omar Al Tarsheh ([oaltarsheh@ecre.org](mailto:oaltarsheh@ecre.org)) by close of business on Tuesday, 19th June 2018, stating ‘Policy Officer Inclusion Funding’ in the subject heading.

All information given on the application will be treated in a confidential manner and in line with data protection legislation.

**Please note that the personal information (personal details and declaration) will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the rest of the application form otherwise your application will be rejected.**

## POST APPLIED FOR: Policy Officer

**Where did you see the post advertised?**

### 1. PERSONAL DETAILS (Personal information will be removed for the selection process)

**SURNAME**: **NAME**:

**ADDRESS**:

**DATE OF BIRTH**: **EMAIL ADDRESS**:

**TEL NO**: (home) **TEL NO**: (mobile):

**Do you define yourself as having refugee or migrant background?**  Yes  No

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| **Signed Declaration**  The provision of false information in an application form may be grounds for disqualification or if appointed dismissal. | **I certify that the information given on this form is correct to the best of my knowledge. I consent to the ECRE and PICUM checking any information provided in this application**.  **Date:**  **Name / Signature:**  Please note that only short-listed applicants will be contacted.  Interviews will take place in Brussels on Tuesday, 3rd July 2018. |

### 2. EMPLOYMENT HISTORY

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| Shortlisting is based on skills and experience you show and your employment history is a key indicator.  Please start with your most recent employment. It will be sufficient to briefly describe the main duties and responsibilities of your post.  If you wish to expand on specific areas, please do so in the following section on relevant experience/skills. | **Name and address of Employer/Organisation**:  **From**: **To**:  **Job title**:  **Brief description of duties**:  **Reason for leaving**:  **Name and address of Employer/Organisation**:  **From**: **To**:  **Job title**:  **Brief description of duties**:  **Reason for leaving**:  **Name and address of Employer/Organisation:**  **From: To:**  **Job title:**  **Brief description of duties:**  **Reason for leaving:** |

### 3. EDUCATION:

**Tell us about your post secondary education and qualifications, include any relevant courses currently being undertaken.**

#### **Level/Qualification Title Date Gained**

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| **TRAINING:**  **(**please list any training which did not lead to a qualification but which you feel is relevant to the advertised post) |
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### 4. EXPERIENCE/SKILLS

**Please include experience and skills gained from your paid employment as well as any voluntary work.**

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| **Outline your knowledge, experience and skills regarding research, analysis and development of policy positions on EU funding (max 400 words):** |

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| **Outline the knowledge, experience and skills you can bring to the developing joint advocacy positions among different stakeholders and networking with a wide range of civil society organisations (max 400 words):** |

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| **Propose three key advocacy messages on funding for inclusion of refugees and migrants and identify the relevant advocacy target(s):** |

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| **What motivates you to apply for the role of Policy Officer on EU funding for refugee and migrant inclusion? (max 400 words):** |

**Please assess your skills in the following areas:**

**Written expression in English**  Excellent  Very Good  Good  Satisfactory

**Written expression in French**  Excellent  Very Good  Good  Satisfactory

**Other languages**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Excellent  Very Good  Good  Satisfactory

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Excellent  Very Good  Good  Satisfactory

**Please explain how you meet the criteria for written and oral communication skills (max 200 words):**

**Please explain how you meet the criteria for analytical skills (max 200 words):**

**Please explain how you meet the criteria of being able to work autonomously (max 200 words):**

### 5. REFERENCES

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| --- | --- |
| Please give names, addresses and telephone number of two persons, one of whom must be your present or most recent employer (paid or voluntary work). Please do not miss to complete this section. Applications without references cannot be considered.  Relatives or partners are not acceptable for work references.  All appointments are subject to receipt of satisfactory references | FIRST REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: SECOND REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: |

### 6. DECLARATION

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| **If you were offered this position, what would be the earliest date you can start?**  **Can you please confirm that you are eligible to work in Belgium?**  Yes  No |