

APPLICATION FORM



We can only shortlist candidates on the basis of the information supplied in this application form.

It is therefore in your interest to provide all the information which is relevant to your suitability for this position in a format which is clear and easily understood.

Please complete the form and return to: Julia Zelvenska (JZelvenska@ecre.org)

Post Applied for: Legal Assistant

PERSONAL DETAILS

SURNAME:

NAME(S):

ADDRESS:

EMAIL ADDRESS:

TEL NO:

Do you require a work permit to take up employment in Belgium?

If you were offered this position, how soon would you be available to start?

Where did you see this position advertised?

EDUCATION

Tell us about your education and qualifications; include relevant courses currently being undertaken.

University, College or Examining Authority	Degree Obtained	Grade Obtained (optional)	Date obtained

TRAINING

Please list any training which did not lead to a qualification but which you feel is relevant to the advertised post.

FULL EMPLOYMENT HISTORY

<p>Please list your full employment history starting with your most recent employment. It will be sufficient to briefly describe the main duties and responsibilities of your post.</p> <p>Please do also include any relevant voluntary work you have done</p> <p>If you need more space continue on a separate sheet of paper.</p> <p>If you wish to expand on specific areas, please do so in the section on relevant experience/skills</p>	<p>1) Name of Employer/Organisation:</p> <p>Address:</p> <p>From: To:</p> <p>Job Title:</p> <p>Brief description of duties:</p> <p>Reasons for leaving:</p> <p>2) Name of Employer/Organisation:</p> <p>Address:</p> <p>From: To:</p> <p>Job Title:</p> <p>Brief description of duties:</p> <p>Reasons for leaving:</p> <p>3) Name of Employer/Organisation:</p> <p>Address:</p> <p>From: To:</p> <p>Job Title:</p> <p>Brief description of duties:</p> <p>Reasons for leaving:</p>

COVERING LETTER

IMPORTANT

This section is for you to indicate:

- Why you are motivated for this position;
- What you hope to achieve through the completion of this internship;
- Any relevant experience or skills you have which can support your application.

The JOB DESCRIPTION contains information on the job content. This includes the job title and overall purpose and content of the job and a description of the main duties and responsibilities of the post.

The PERSON SPECIFICATION is a list of criteria that will enable recruiters to make a judgement about the relative merits of different applicants in order to shortlist for interview those who are able to demonstrate a higher level of skill or more comprehensive experience of the different criteria.

In relation to the criteria of the PERSON SPECIFICATION, please state clearly the extent to which you have gained the skills and experience necessary for the post.

Tell us about relevant experience you have gained so that you can help us to assess your knowledge, skills and abilities, it is not sufficient merely to duplicate what the person specification states. However, please ensure that you give us only information that is relevant to the specific requirements of the post, so that the essential points are not overlooked.

Please remember that you can illustrate your skills by referring to experience gained outside paid employment.

LANGUAGES

Please document the level of your linguistic abilities, starting with your native language.

Language	Fluent	Working Knowledge	Basic Level

REFERENCES

FIRST REFERENCE

NAME:

Organisation:

Address:

Email Address:

Relationship to applicant:

When may we contact this referee?

After shortlisting?

After offer?

SECOND REFERENCE

NAME:

Organisation:

Address:

Telephone number:

Email Address:

Relationship to applicant:

When may we contact this referee?

After shortlisting?

After offer?

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 ECRE checking any information provided in this application.

Signed:

Date:

Please return completed form by 23:00 CET 16 June 2020 (JZelvenska@ecre.org).