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|  | CONFIDENTIALApplication form All questions must be answered. Where appropriate, please put “no”. Do not leave blanks or put dashes. To be filled out preferably electronically. |

Please indicate the Reference Number of this recruitment and your surname in the subject of your e-mail and in all future correspondence relating to this application

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| ***□* EUOSHA/AST/19/02 –QUALITY MANAGEMENT OFFICER (AST4)** |

1. PERSONAL DETAILS:

|  |  |  |
| --- | --- | --- |
| Surname[[1]](#footnote-1) | Forename | Date of birth |
| Address for correspondence: | | |
| Street | | Number |
| Postal code | City | Country |
| Place of birth | Nationality | Gender[[2]](#footnote-2) |
| Telephone (day) | Telephone (evening) | Fax |
| Email address for correspondence: | | |
| Please indicate how you heard of the selection process: | | |
| Please indicate if you applied for a post in this Agency before: | | |

2. EDUCATION:

Describe your education and training, starting from the most recent. Please refer to the following link to check the diplomas corresponding to those required below: <http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf>

A. Post-graduate education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of qualification awarded | Years of study | | Main subjects / occupational skills covered | Name and address of the establishment | Level in national or international classification |
|  | from | to |  |  |  |

B. Higher education: university or equivalent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title of qualification awarded | Years of study | | Main subjects / occupational skills covered | Name and address of the establishment | Level in national or international classification |
|  | from | to |  |  |  |

C. Higher education: non university level (post-secondary education)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificates or diplomas obtained | Years of study | | Main subjects studied | Name and address of the establishment |
|  | from | to |  |  |

D. Secondary or technical education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificates or diplomas obtained | Years of study | | Main subjects studied | Name and address of the establishment |
|  | from | to |  |  |

At a later stage of the selection procedure, a photocopy of all diplomas or degrees obtained must be produced by those candidates invited to an interview.

E. Knowledge of languages:

Mother tongue: ………………………..

Other Languages: Please use the Common European Framework of Reference for Languages (CEF)

Basic user (A1); Basic user (A2); Independent user (B1); Independent user (B2); Proficient user (C1) Proficient user (C2)

To help you with your self-assessment, please refer to the following self-assessment grid: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr/cef-ell-document.pdf>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Language | Understanding | | Speaking | | Writing |
| Listening | Reading | Spoken Interaction | Spoken production |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

F. Further training or specialized courses and seminars relating to your professional activity (enclose certificates where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Type of course/seminar (subject) | Duration of course (years/months) | | Institute |
|  | From | To |  |
|  | From | To |  |
|  | From | To |  |
|  | From | To |  |
|  | From | To |  |
|  | From | To |  |

3. WORKING EXPERIENCE:

A. Previous employment

Please indicate, starting with your present employer, the jobs you had, in reverse chronological order, and state any important experience acquired outside this period which you think, may be useful in assessing your previous employment. Use one section for each job and additional sheets if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRESENT OR MOST RECENT POST[[3]](#footnote-3) | | | | |
| Name and address of employer: | Period of employment: | | | Duration: |
| From  (day/month/year) | | To  (day/month/year) | (Equivalent to full time months)[[4]](#footnote-4) |
|  | |  |  |
| Exact designation of post: | | | | |
| Number of staff under your responsibility: | | | | |
| Place of work: | | | | |
| Nature of work: | | | | |
| Reasons for leaving (optional): | | | | |
| May reference be made to your present employer? | | □ Yes | | □ No |
| Period of notice required to leave your present job: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS POST[[5]](#footnote-5) | | | | |
| Name and address of employer: | Period of employment: | | | Duration: |
| From  (day/month/year) | | To  (day/month/year) | (Equivalent to full time months)[[6]](#footnote-6) |
|  | |  |  |
| Exact designation of post: | | | | |
| Number of staff under your responsibility: | | | | |
| Place of work: | | | | |
| Nature of work: | | | | |
| Reasons for leaving (optional): | | | | |
| May reference be made to the employer? | | □ Yes | | □ No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS POST[[7]](#footnote-7) | | | | |
| Name and address of employer: | Period of employment: | | | Duration: |
| From  (day/month/year) | | To  (day/month/year) | (Equivalent to full time months)[[8]](#footnote-8) |
|  | |  |  |
| Exact designation of post: | | | | |
| Number of staff under your responsibility: | | | | |
| Place of work: | | | | |
| Nature of work: | | | | |
| Reasons for leaving (optional): | | | | |
| May reference be made to the employer? | | □ Yes | | □ No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PREVIOUS POST[[9]](#footnote-9) | | | | |
| Name and address of employer: | Period of employment: | | | Duration: |
| From  (day/month/year) | | To  (day/month/year) | (Equivalent to full time months)[[10]](#footnote-10) |
|  | |  |  |
| Exact designation of post: | | | | |
| Number of staff under your responsibility: | | | | |
| Place of work: | | | | |
| Nature of work: | | | | |
| Reasons for leaving (optional): | | | | |
| May reference be made to the employer? | | □ Yes | | □ No |

Continue on additional sheets if necessary!

1. REFERENCES:

Please give us the name and address of three professional references, persons (not relatives) who may be contacted to provide references.

|  |  |  |
| --- | --- | --- |
| 1.Name  Address  Phone  E-mail | 2.Name  Address  Phone  E-mail | 3.Name  Address  Phone  E-mail |
| Relationship: | Relationship: | Relationship: |

1. OTHER INFORMATION:
   1. Long periods spent abroad in relation to your professional activities and/or studies (optional)

(please indicate dates, countries visited, and purposes of stay)

* 1. Cultural and social activities and sports (optional)
  2. You shall be required to provide a police conduct certificate if you are selected for the post
  3. Information regarding direct or indirect interests, of relevance to the mission of EU-OSHA (the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests which might be considered prejudicial to his/her independence)

1. Direct interests (financial benefits arising from, for example, employment, contracted work, investments, fees, etc.):
2. Indirect interests (indirect financial, e.g. grants, sponsorships, or other kinds of benefits):
3. Interests deriving from the professional activities of the applicant or his/her close family members:
4. Any membership role or affiliation that you have in organisations / bodies / clubs with an interest in the work of EU-OSHA:
   1. Motivation letter: Explain why you are a suitable candidate for the post you are applying for

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IMPORTANT

The application form can only be considered if:

|  |  |
| --- | --- |
|  | You sent it before the indicated deadline |
|  | The application form is filled in legibly and dated |
|  | You have attached a scanned document giving proof of EU nationality or of Iceland, Norway and Liechtenstein |
|  | The reference of the selection process is clearly indicated in the subject title of your E-mail |

DECLARATION OF HONOUR

By sending this application, I declare on my word of honour that the information provided above is true and complete and that:

* I enjoy my full rights as a citizen.
* I have fulfilled all legal obligations concerning military service.

If I am selected to attend an interview, I understand that I will have to present the original version of all educational certificates/diplomas and of all the certificates for each work experience noted in my application form. In the event of missing documents, I acknowledge that my candidature may be forfeited.

In addition to providing documentary evidence in connection with my employment and education, I undertake to submit, as soon as possible after being asked, documents concerning marital status or any other documents in addition to those previously requested.

I realise that any false statement or omission, even if unintentional, may lead to the cancellation of my application.

I am willing to undergo the prescribed medical examination prior to any engagement.

Applicant’s Name:

Date:

Signature on date of interview:

1. Your application will be registered under this name. Please use it and quote the number of the competition 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. The Agency applies a policy of equal opportunities. [↑](#footnote-ref-2)
3. If and when you are called for an interview, original documentary evidence (e.g. certificates from employers clearly indicating starting and finishing dates as well as exact nature of duties and responsibilities carried out) **must** be provided for each period of employment mentioned in the application. If these are not available, working contracts as well as the last pay slip will be required. In case of unsalaried employment (freelance, etc.), tax returns or any other relevant documents will be requested. [↑](#footnote-ref-3)
4. If you are/were employed part time, please calculate the equivalent in full time months. [↑](#footnote-ref-4)
5. If and when you are called for an interview, original documentary evidence (e.g. certificates from employers clearly indicating starting and finishing dates as well as exact nature of duties and responsibilities carried out) **must** be provided for each period of employment mentioned in the application. If these are not available, working contracts as well as the last pay slip will be required. In case of unsalaried employment (freelance, etc.), tax returns or any other relevant documents will be requested. [↑](#footnote-ref-5)
6. If you are/were employed part time, please calculate the equivalent in full time months. [↑](#footnote-ref-6)
7. If and when you are called for an interview, original documentary evidence (e.g. certificates from employers clearly indicating starting and finishing dates as well as exact nature of duties and responsibilities carried out) **must** be provided for each period of employment mentioned in the application. If these are not available, working contracts as well as the last pay slip will be required. In case of unsalaried employment (freelance, etc.), tax returns or any other relevant documents will be requested. [↑](#footnote-ref-7)
8. If you are/were employed part time, please calculate the equivalent in full time months. [↑](#footnote-ref-8)
9. If and when you are called for an interview, original documentary evidence (e.g. certificates from employers clearly indicating starting and finishing dates as well as exact nature of duties and responsibilities carried out) **must** be provided for each period of employment mentioned in the application. If these are not available, working contracts as well as the last pay slip will be required. In case of unsalaried employment (freelance, etc.), tax returns or any other relevant documents will be requested. [↑](#footnote-ref-9)
10. If you are/were employed part time, please calculate the equivalent in full time months. [↑](#footnote-ref-10)