

**Application Form**

**Director,**

**CEFTA Secretariat**

***All applicants are asked to refer to CEFTA language throughout the application process.***

##  1. Applicant Information

|  |  |
| --- | --- |
| **First name** |       |
| **Family name** |       |
| **Phone number** |       |
| **E-mail** |       |
| **Current address** |       |
| **Origin (by passport)** | Please choose from the drop down menu  |

##  2. Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and type of the organisation**  | **Qualification awarded** | **Year****awarded** | **Subjects studied** |
|       |       |       |       |
|       |       |       |       |

*Please add additional rows, if necessary*

##  3. Employment History

Chronological order starting from the most recent one.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position held** | **Responsibilities** | **Duration**1(Years & Months) | **Dates employed** |
| **From** | **To** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

*Please add additional rows, if necessary*

**In total, how many years of professional experience do you have?**

Years of experience[[1]](#footnote-2):

##  4. Language Skills

|  |  |
| --- | --- |
| Mother tongue(s) |       |

*Please refer to the Common European Framework of Reference for Languages –* [*link*](https://europa.eu/europass/en/common-european-framework-reference-language-skills)

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Understanding** | **Speaking** | **Writing** |
| English |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other foreign languages** | **Understanding** | **Speaking** | **Writing** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

##  5. Experience, Technical Skills, and Knowledge

* 1. **How many years of management experience with responsibility for managing contracts, budget, multiple processes and people do you have?** *(in case you do not have any, please indicate “0”)*

Years of experience1:

*Please elaborate on your experience in this field using the table below:*

|  |  |  |
| --- | --- | --- |
| **Employer** | **Description of the experience:** amount of budget managed, number of people (directly and indirectly), number of processes. | **Years of experience**1(Years & Months) |
|       |       |       |
|       |       |       |
|       |       |       |

*Maximum 300 words across all entries.*

*Please add additional rows, if necessary.*

* 1. **How many years of experience do you have in trade policy (international trade or trade with EU)?** *(in case you do not have any, please indicate “0”)*

Years of experience1:

*Please elaborate on your experience in this field using the table below:*

|  |  |  |
| --- | --- | --- |
| **Employer** | **Description of the specific trade area** | **Years of experience**1(Years & Months) |
|       |       |       |
|       |       |       |
|       |       |       |

*Maximum 300 words across all entries.*

*Please add additional rows, if necessary.*

* 1. **How many years of experience in implementing EU projects or technical assistance projects related to trade do you have?***(in case you do not have any, please indicate “0”)*

Years of experience1:

*Please elaborate on your experience in this field using the table below:*

|  |  |  |
| --- | --- | --- |
| **Employer** | **Indicate the projects and your responsibilities in these projects** | **Years of experience1**(Years & Months) |
|       |       |       |
|       |       |       |
|       |       |       |

*Maximum 300 words across all entries.*

*Please add additional rows, if necessary.*

* 1. **How much experience do you have in giving public speeches, interviews, in presenting public articles or moderating panels?** *(in case you do not have any, please indicate “0”)*

Number of events:

*Please elaborate on your experience in this field using the table below:*

|  |  |  |
| --- | --- | --- |
| **Employer** | **Type of events (public speeches, interviews, public presentations of articles or moderation of panels)** | **Number of events** |
|       |       |       |
|       |       |       |
|       |       |       |

*Maximum 300 words across all entries.*

*Please add additional rows, if necessary.*

##  6. Motivation

**6.1. What inspires you to work in this field?**

**6.2. What do you hope to achieve in this role?**

##  7. Availability

**When would you be available to take up the position, if offered?**

This form will be used by the Selection Committee as part of the application screening stage of the recruitment process and may also be used in later stages of the process.

* **By applying for this position, you agree to provide your personal data to the CEFTA Parties.**
* **Only shortlisted candidates will be contacted.**
* **If you are chosen to proceed to the next stage of the hiring process, you should ensure that you have the necessary documentation ready to verify your employment and educational history if requested.**
* **CANVASSING/LOBBYING IN ANY FORM WHATSOEVER WILL AUTOMATICALLY DISQUALIFY AN APPLICANT**

I certify that the information provided in this application is true and complete. I acknowledge that false information is grounds for not hiring me or immediate termination.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: |       | DATE: |       |

1. One year of professional experience is defined as 220 working days. Part-time and project-based experience must be converted into full-time equivalents (FTE) on a per‑day or per‑hour basis and then calculated into years of experience. [↑](#footnote-ref-2)