Application Form

For the post of: EUNIC Director in Brussels, Belgium

Applicants are required to complete and sign the (1) **application form** and submit it along with their (2) **Curriculum Vitae** as well as an (3) **official recommendation letter**issued by the top management of a EUNIC member organisation in support of the application, ideally with a reference to the Principle of Secondment (see annex of the Call for Candidates).

NB: Shortlisted candidates might subsequently be asked to provide references.

**The deadline to submit applications is Sunday, 28 February 2021, 23:59 Brussels time (CET).**

Applications should be sent to EUNIC President Cees de Graaff (president@eunicglobal.eu) with “EUNIC Director Application / confidential” in the subject line.

**There are four sections in this form:**

1. **Personal information**
2. **Employment and relevant work-related experience**
3. **Language skills**
4. **Letter of motivation**

**1. Personal information**

|  |  |
| --- | --- |
| **First name** **Family name** |  |
| **Contact address** |  |
| **Telephone** |  |
| **Mobile phone** |  |
| **E-mail** |  |

**2. Employment and relevant work-related experience**

*Brief summary of role and achievements. Please give details of your work-related experience covering no more than the last 10 years, or since leaving full-time education if this is sooner, starting with the most recent. Work-related experience can include voluntary work or other periods away from employment. It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health). Please be succinct and provide evidence that is relevant to the role. Please feel free to add extra lines, if necessary.*

|  |  |
| --- | --- |
| **Post title** |  |
| **Employer** |  |
| **Dates** |  |
| **Main activities and responsibilities** |  |
| **Achievements** |  |
|  |  |
| **Post title** |  |
| **Employer** |  |
| **Dates** |  |
| **Main activities and responsibilities** |  |
| **Achievements** |  |
|  |  |
| **Post title** |  |
| **Employer** |  |
| **Dates** |  |
| **Main activities and responsibilities** |  |
| **Achievements** |  |
|  |  |
| **Post title** |  |
| **Employer** |  |
| **Dates** |  |
| **Main activities and responsibilities** |  |
| **Achievements** |  |
|  |  |
| **Post title** |  |
| **Employer** |  |
| **Dates** |  |
| **Main activities and responsibilities** |  |
| **Achievements** |  |

**3. Language skills**

*Self-assessment: native; fluent; good; moderate; basic. Please feel free to add extra lines, if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Listening** | **Reading** | **Speaking** | **Writing** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**4. Letter of Motivation**

*In support of your application please tell us why you are suitable for this role, focusing on* ***how you plan to contribute to strengthening EUNIC according to its vision and strategic outlook*** *and* ***how your skills, knowledge and experience in international cultural relations relate to the responsibilities listed in the Call for Candidates****. Your statement should be succinct and to the point (maximum 1000 words). It will be used for shortlisting.*

|  |  |
| --- | --- |
| **Place, date** | **Signature** |
|  |  |

*Please sign and submit your application electronically to the email address provided.*