**Annex I - Application Form Template**

**VACANCY NOTICE:**

**“Joint Secretariat Communication Officer and Web Content Manager” (m/f)**

**Interreg V-B Adriatic Ionian Programme - ADRION**

To

ERVET Emilia-Romagna

Valorizzazione Economica Territorio SpA

Via G.B. Morgagni 6

40122 Bologna

ITALY

I, the undersigned *(first name followed by family name)*

**apply**

To be admitted to the selection procedure for a post as **Joint Secretariat Communication Officer and Web Content Manager**.

On the basis of Italian Law, art. 13 of Legislative Decree n.196 - 30.6.2003, and aware of the legal consequences in case of false declarations,

**I declare**

Place of birth *(town, country)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date *(dd/mm/yyyy)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address

ZIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country

Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I request**

that all communications concerning the above mentioned selection procedure are sent to the following address *(only if different from the previous one)*:

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ZIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country

Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For all candidates*

**I declare under my responsibility**

and aware of the legal consequences in case of false declarations

*(please tick)*

To have an excellent oral and written English level (at least level C1 according to CEFR or the equivalent level according to other internationally accepted scales, (i.e. American Council on the Teaching of Foreign Languages - ACTFL);

To have at least 3 years of professional experience in the last 5 years in project/communication management gained through similar employment or a proven track record in the areas of institutional communication, in particular for EU policy and/or regional development;

That the CV summary and the Curriculum Vitae attached are true and correct and completed with the required annexes;

*For the candidates of a EU Member State*

**I declare under my responsibility**

on the basis of Italian Law - D.P.R. 445/2000, and aware of the legal consequences in case of false declarations

*(please tick)*

To have a degree of at least four years’ university course;

To have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ citizenship (s);

To have performed military/civil service obligations imposed by the applicable laws (if applicable);

To enjoy my full rights as a citizen;

To have not been convicted of any criminal offence and to have no criminal case pending against me;

*For candidates not citizen of a EU Member State*

In case of admission to Step 3, I shall provide the University degree certification (at least four years).

In case of assignment and before the contract signature, I shall provide the following documents:

* Citizenship certification(s);
* The certification of performed military/civil service obligations imposed by the applicable laws (if applicable);
* The certification of full availability of citizenship rights; in case the responsible national authority does not issue such certificate, a declaration confirming this;
* The certification of absence of penal convictions and criminal case pending;

In faith,

*(Place and date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(original signature in extended version)*

**CV Summary Form**

1. University degree

|  |  |
| --- | --- |
| ****University degree**** |  |
| ****Duration of the university study (in years)**** |  |
| ****Country where the university degree has been issued**** |  |
| ****Post graduate degree/ other qualifying activities/ training or specialization courses of at least 3 months**** |  |

1. Professional experience relevant to the vacant position

|  |  |
| --- | --- |
| ****Position**** |  |
| ****From dd/mm/yy to dd/mm/yy****  **Total number of months:** |  |
| ****Description of the professional experience**** |  |

***Please add as many columns you need.***

***Do not forget to include the total number of months of engagement and, in case of part-time job, its percentage in relation to full time****!*****

1. Knowledge of English language

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ****English**** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **UNDERSTANDING** | | **SPEAKING** | | **WRITING** | | *Listening* | *Reading* | *Spoken interaction* | *Spoken production* |  | | Enter level | Enter level | Enter level | Enter level | Enter level | | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user | | | | | |

1. Knowledge of other languages

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ****Language**** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **UNDERSTANDING** | | **SPEAKING** | | **WRITING** | | *Listening* | *Reading* | *Spoken interaction* | *Spoken production* |  | | Enter level | Enter level | Enter level | Enter level | Enter level | | *Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user* | | | | | |

***Please add as many columns you need***

1. Digital competence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Digital competence** | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  |  |  |  |  |

1. Other

|  |  |
| --- | --- |
| **Publications, scholarships, fellowships, awards, internships, etc.** |  |

In faith,

*(Place and date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(original signature in extended version)*

Attachments for all candidates:

1) Copy of Passport/ ID card n. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(duly signed and dated)*

2) Curriculum Vitae in Europass format including the privacy clause authorizing the processing of the personal data *(duly signed and dated)*