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| *Complete the application form in* ***English****. It is in your interest to write legibly. Extra pages may be attached in the same format if necessary.* ***Note: You may decide to submit your CV in your preferred format. However, make sure that all information requested in this form is included.*** |  | *Please attach* ***recent*** *passport-type photograph*  |
| 1. ***Surname*** *(in block capitals)*

……………………………………………………………………........................ | *Maiden name*……………………………………......................... |
| *First Names (in block capitals)*……………………………………………………………………………………………………………………………… | 1. ***Sex***

M / F | 1. ***Date and place of birth***

…………………………………………………….…………………………………………………..... |
| 1. ***Nationality: present***

…………………………………………………………………………………… | *Nationality: at birth*……………………………………………………. |
| *If you possess any other nationality give details:*…………………………………………………………………………………………………………………………………………..… |
| *Passport No.*………………………………………………... | issued on……………………………….. | by……………………………………………………. |
| 1. ***Address*** *(in block capitals)*

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| 1. ***Civil status :*** single –married – other (specify)

…………………………………………………………………………………………………………………………………………..… |
| 1. *NALAS Knowledge Manager*

 A*. Do you have previous experience of a similar post?* | Yes / No |
|  B. *How did you learn of the vacancy? Association, NALAS website, Eurobrussels Newsletter, Devnetjobs website, other websites, other ?* …………………………………………………………………………………………………………………………………………..… |

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| 1. ***Particulars of Education***

 A. *Higher Education* |
| *Name, place and country of each university or college* | *From* | *To* | *Degrees, Diplomas obtained* *(state grade/class)* | *State main subjects studied* |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ……………………………………………………………………………………………………….... | ……………………………………………………………………………………………………….... | ………………………………………...………………………………………..……………………........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................ | …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
|  B. *Secondary or technical education* |
| *Names of schools/institutes* | *Type* | *From* | *To* | *Certificates obtained, examinations passed* *(state grade/class)* |
| ………………………………………………………………………............ | ……………………………….…………….. | …………….…………….……………. | …………….…………….……………. | …………………………………………………………..…………………………………………………………..………………………………………………………….. |
| 1. ***Language skills*** *(put your mother tongue first)*
 |
| *Languages* | *Reading* | *Writing* | *Speaking* | *Typing* | *Shorthand* |
| *Very Good* | *Good* | *Fair* | Very Good | *Good* | *Fair* | Very Goo*d* | *Good* | *Fair* | *State* *speeds* |
| ……………………………………………………………………………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………… | ……………………………………………………………………………………………… | ……………………………………………………………………………………………… |
| 1. ***Computers***

 *Indicate software you have used*…………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………..… |

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| 1. ***Details of experience****, with dates (month, year):* S*tart with your latest employment and then give previous ones in reverse chronological order (include traineeship and apprenticeships).*
 |
|  A. *Current employment* |
| *From* …………………………………………………*To* …………………………………………………… | *Description of duties**Indicate number and grade of any staff under you* |
| *Exact job title:*……………………………………………………….. | ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….…………………………………………………………………………………. |
| *Name and address of employer:*………………………………………………………..*Sector of activity*:………………………………………………………..*Number of employees*: ……………………………………………………….. |
| *Gross annual salary:*……………………………………………………….. |
| *Availability, notice required*:……………………………………………………….. |
| *Reasons why you contemplate leaving:*……………………………………………………….. |
|  B. *Previous employment (add additional sheet(s) if necessary)* |
| *From* …………………………………………………*To* ……………………………………………………. | *Description of duties**Indicate number and grade of any staff under you* |
| *Exact job title:*……………………………………………………….. | ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….…………………………………………………………………………………. |
| *Name and address of employer:* ………………………………………………………..*Sector of activity*:………………………………………………………..*Number of employees*:……………………………………………………….. |
| *Gross annual salary:*……………………………………………………….. |
| *Reason for leaving:* ……………………………………………………….. |

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| --- |
|  *Previous employment (add additional sheet(s) if necessary)* |
| *From* …………………………………………………*To* ……………………………………………………. | *Description of duties**Indicate number and grade of any staff under you* |
| *Exact job title:*……………………………………………………….. | ………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….………………………………………………………………………………….…………………………………………………………………………………. |
| *Name and address of employer:* ………………………………………………………..*Sector of activity*:………………………………………………………..*Number of employees*:……………………………………………………….. |
| *Gross annual salary:*……………………………………………………….. |
| *Reason for leaving:*……………………………………………………….. |

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| 1. ***Have you any objection to our writing to your previous employers*?**
 | Yes / No |
| 1. *Are you still liable for any form of* ***national service*** *(military or otherwise)? If so, when and for how long approximately?*

 ……………………………………………………………………………………………………………………………………..… |
| 1. ***Person to be notified in case of emergency****:*
 |
|  *Name: …………………………………..* ……………………............................ | *Address: ………………*……………………. ………………………..................................……………………….................................. | *Tel: ……………………………………………..* |
| 1. ***State of health*** *(appointment might be subject to a medical examination)*

 *Have you ever had a serious illness or accident requiring medical, surgical or psychiatric treatment?*  ……………………………………………………………………………………………………………………………………..… *If so, please give details and dates* ……………………………………………………………………………………………………………………………………….. |
| 1. ***Convictions*** *– Disciplinary measure : State any convictions, disciplinary measures or proceedings pending.*

 *(If not applicable reply “none”)*  ……………………………………………………………………………………………………………………………………….. |
| 1. *Give the names and addresses of three personal* ***referees*** *(other than relatives and your employers mentioned under No.11)*

*IN BLOCK CAPITALS* |
| *Name* | *Address and Tel. No.* | *Profession or occupation* |
| (i) ……………………………………… .…………………………………………(ii) ……………………………………... .…………………………………………(iii) …………………………………….. .………………………………………… | ……………………………………………..……………………………………………..……………………………………………..……………………………………………..……………………………………………..…………………………………………….. | ……………………………………………..……………………………………………..……………………………………………..……………………………………………..……………………………………………..…………………………………………….. |
| *I certify that the above statements are to the best of my knowledge correct and complete. I note that if after my appointment, it should be found that this is not so, I shall be liable to immediate dismissal* |
| *Date:* ………………………………… | *Signature of applicant*  |