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|  | | **APPLICATION FOR EMPLOYMENT** | | | | | | | | | |
|  | | | | | | | | | |
| Post applied for: | | Junior Accountant 60% | | | | | | | | |
| Based at: | | **UNI HEAD OFFICE, NYON, SWITZERLAND** | | | | | | | | |
| Please read the job description carefully before completing this form. | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | | | |
| Family name: | |  | | | Mr  Mrs  Ms  Other | | | | | | |
| Forename(s): | |  | | | If other, please specify | | | | | |  |
| Home Address: | |  | | | | | | | | | |
| Country: | |  | | | | | | | | | |
| Home Email: | |  | | | | | | | | | |
| Home Tel: | |  | | | Mobile: | |  | | | | |
| Nationality: | |  | | | Date of Birth: | |  | | | | |
| How did you hear about this vacancy? | | | | |  | | | | | | |
| **LANGUAGES** | | | | | | | | | | | |
| **Oral** | | Level of proficiency: | | | **Written** | | | Level of proficiency: | | | |
| English |  |  | | | English |  | |  | | | |
| French |  |  | | | French |  | |  | | | |
| Spanish |  |  | | | Spanish |  | |  | | | |
| German |  |  | | | German |  | |  | | | |
| Other languages and level of proficiency: | | | | |  | | | | | | |
| **IT SKILLS** | | | | | | | | | | | |
|  | |  | Level of proficiency: | |  | | | |  | Level of proficiency: | |
| MS Word | |  |  | | MS Excel | | | |  |  | |
| MS PowerPoint | |  |  | | MS Outlook | | | |  |  | |
| Internet | |  |  | | MS Access | | | |  |  | |
| MS Publisher | |  |  | | Adobe Acrobat | | | |  |  | |
| Other IT skills and level of proficiency: | | | | |  | | | | | | |

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| **TRADE UNION EXPERIENCE** | | |
|  | | |
| **RELEVANT EDUCATION & TRAINING** | | |
| Course(s) attended/qualification(s) obtained | Dates | Location |
|  |  |  |
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| **ADDITIONAL PROFESSIONAL & VOCATIONAL TRAINING** | | |
| Course(s) attended/qualification(s) obtained | Dates | Location |
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| **EMPLOYMENT HISTORY** | | | |
| Please give full details of your work experience (including voluntary work, where this has been your main activity) starting with your most recent employer. | | | |
| Name and location of most recent employer: |  | | |
| Position held: |  | | |
| Date of employment: |  | To: |  |
| Responsibilities: |  | | |
| Reasons for leaving: |  | | |
| **Employment History** (continued)  Please indicate dates, employer’s name and location, position held, key responsibilities and reason for leaving. | | | |
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| **CANDIDATE STATEMENT** |
| In no more than 1,000 words, please describe the qualities and skills that you would bring to this job. |
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| **REFERENCES** | | | | |
| Please provide the names and addresses of three references. They should have known you in a professional capacity and at least two of them should have been your direct superior. | | | | |
| **REFEREE 1** | | | | |
| Full Name: | |  | | |
| Address: | |  | | |
| In what capacity do you know him/her? | |  | For how long have you known him/her? |  |
| Daytime Contact Number: | |  | Can we contact this referee now? | Yes  No |
| **REFEREE 2** | | | | |
| Full Name: | |  | | |
| Address: | |  | | |
| In what capacity do you know him/her? | |  | For how long have you known him/her? |  |
| Daytime Contact Number: | |  | Can we contact this referee now? | Yes  No |
| **REFEREE 3** | | | | |
| Full Name: | |  | | |
| Address: | |  | | |
| In what capacity do you know him/her? | |  | For how long have you known him/her? |  |
| Daytime Contact Number: | |  | Can we contact this referee now? | Yes  No |
| **DECLARATION** | | | | |
| **I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that any false information or omissions found at a later date may lead to dismissal without notice.**  **I agree to the declaration above. I agree** | | | | |
| Date: |  | | | |
| **Returning your application** | | | | |
| Work certificates and diplomas should be submitted with your application via email to: **jobs@uniglobalunion.org** with the subject heading “**Junior Accountant 60%**”  Applications will be accepted until: **18th February 2020**  We assure you that the process will be totally confidential. Applications will be acknowledged upon receipt. | | | | |