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|  | **APPLICATION FOR EMPLOYMENT** |
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| 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** |
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| **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. |