IFM-SEI

Rue Joseph II 120, 1000 Brussels, Belgium

www.ifm-sei.org

**Application form – IFM- SEI Project and Communications Coordinator**

It is very important that you fill this in as fully and completely as possible, giving concrete evidence of skills and experience where possible. The application form is split into the following sections:

**Section A. Personal details:** This section must be completed by all applicants.

**Section B. References:** Please give the name and contact details of two referees. References will only be taken up if you are offered this post.

**Section C. Employment history:** List of dates of your previous employment, starting with the most recent. Give your employer's name and address, your post and main responsibilities.

**Section D. Training and education relevant to the job:** List in the space provided your educational achievements, whether obtained formally or informally, that you feel are relevant to the job.

**Section E. Experience:** In this section you are requested to detail your previous work experience, whether through work, home based, or social/community activities, which you feel to be relevant to the job. (Max. 4000 characters)

**Section F. About yourself:** In this section include anything which you wish to say about yourself that you feel is relevant, but has not been included elsewhere, including any skills that you have which you feel are important to the job. These skills could have been obtained at work, at home, or in a social/community environment. (Max. 2000 characters)

**Section A - Personal details**

Surname:

First name(s):

Address:

Telephone number:

Email:

Please give details of any access or other needs you would have if called for interview:

**Section B - References**

Please give the name and contact details of two referees. References will only be taken up if

you are offered this post. At least one of the references should be from outside of IFM-SEI.

**Referee 1**

Referee name:

Address:

Occupation:

Telephone number: Email:

**Referee 2**

Referee name:

Address:

Occupation:

Telephone number: Email:

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| **Section C – Employment history**  Please complete showing your most recent employer first, posts and responsibilities held and dates. Include all part-time or casual work. Please add additional rows if necessary. | | |
| **Employer** | **Position held and key responsibilities** | **From/to** |
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| **Section D - Training and education relevant to the job**  List below examination results and qualifications including relevant specialised knowledge and training acquired. Before we invite you to an interview you may be asked to provide proof of qualifications. |
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| **Section E – Experience**  Please give details of any relevant experience you have related to the job you are applying for. You may have gained this experience through work, home, voluntary or other activities. |
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| **Section F – About yourself**  Is there anything else you want to say about yourself in support of your application, including any specific skills or personal qualities you have which you feel are important to doing this job, and the reasons why you applied for this post? |
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**General information**

Do you have the right to work in Belgium? (Delete as appropriate)

Yes / No

**Declaration**

I certify that all information provided on this application form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references and evidence of qualifications.

Signature: Date:

Please return completed form to [carly@ifm-sei.org](mailto:carly@ifm-sei.org) with the title ‘Project and Communications Coordinator application - your name’.

Closing date: **Sunday 27 January 2019**, **23:59 (CET)**