##### PICUM Application Form – Office Manager

We can only shortlist candidates based on the information supplied on this application form. It is therefore in your interest to provide all the information, which is relevant to the job in a format which is clear and easily understood. Please complete the form and return addressed to Ms. Michele LeVoy, Director, at the following email address: recruitment@picum.org **by 9:00 a.m. CET (Central European Time) on Friday, 25 May 2018**

All information given on the application will be treated in a confidential manner and in line with data protection legislation.

**Please note that the personal information (personal details and declaration) will be detached from the rest of your application to promote equal opportunities in the short-listing process. Please do not put your name or signature on the rest of the application form.**

## POST APPLIED FOR: OFFICE MANAGER

**Where did you see the post advertised?**

### 1. PERSONAL DETAILS (Personal information will be removed for the selection process)

**SURNAME**: **NAME**:

**ADDRESS**:

**DATE OF BIRTH**: **EMAIL ADDRESS**:

**TEL NO**: (home) **TEL NO**: (mobile):

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| --- | --- |
| **Signed Declaration**The provision of false information in an application form may be grounds for disqualification or if appointed dismissal. | **I certify that the information given on this form is correct to the best of my knowledge. I consent to the Platform For International Cooperation On Undocumented Migrants checking any information provided in this application**.**Date:****Name / Signature:** Please note that only short-listed applicants will be contacted.Two rounds of interviews will take place in Brussels between the **6-13 June 2018** |

### 2. EMPLOYMENT HISTORY

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| Shortlisting is based on skills and experience you show and your employment history is a key indicator.Please start with your most recent employment. It will be sufficient to briefly describe the main duties and responsibilities of your post.If you wish to expand on specific areas, please do so in the following section on relevant experience/skills. | 1. **Name and address of Employer/Organisation**:

**From**: **To**:**Job title**:**Brief description of duties**: **Reason for leaving**:**2)** **Name and address of Employer/Organisation**:**From**: **To**:**Job title**:**Brief description of duties**: **Reason for leaving**:**3)** **Name and address of Employer/Organisation:** **From: To:****Job title:****Brief description of duties:** **Reason for leaving:** |

### 3. EDUCATION:

**Tell us about your post secondary education and qualifications, include any relevant courses currently being undertaken.**

#### **Level/Qualification Title Date Gained**

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| **TRAINING:** **(**please list any training which did not lead to a qualification but which you feel is relevant to the advertised post) |
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### 4. EXPERIENCE/SKILLS

**Please include experience and skills gained from your paid employment as well as any voluntary work.**

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| Outline the knowledge, experience and skills you can bring to PICUM’s **office management**, including planning and organising**.**  |  |

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| Outline the knowledge, experience and skills you can bring to the organisation of PICUM’s **internal meetings and external events.**  |  |

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| **What motivates you to apply for the role of Office Manager?** |

**Please assess your skills in the following areas:**

**Written expression in English** [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

**Written expression in French** [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

**Other languages**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

**IT skills**  [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

**Typing skills** [ ]  Excellent [ ]  Very Good [ ]  Good [ ]  Satisfactory

*Words per minute (wpm)* *60+ wpm 50-60 wpm 40-50 wpm 25-40 wpm*

### 5. REFERENCES

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| --- | --- |
| Please give names, addresses and telephone number of two persons, one of whom must be your present or most recent employer (paid or voluntary work). Please do not miss to complete this section. Applications without references cannot be considered.Relatives or partners are not acceptable for work references.All appointments are subject to receipt of satisfactory references  | FIRST REFERENCEName:Organisation:Address:Telephone number:E-mail Address:Relationship to applicant:SECOND REFERENCEName:Organisation:Address:Telephone number:E-mail Address:Relationship to applicant: |

### 6. DECLARATION

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| **If you were offered this position,** what **date would you be available to start work at the PICUM Office**?**Can you please confirm that you are eligible to work in Belgium?**[ ]  Yes[ ]  No |