##### Application Form PICUM Multimedia Officer

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](mailto:recruitment@picum.org) **by 9:00 CET (Central European Time) on Monday, 19 October 2020**

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: PICUM Multimedia Officer

**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.  Shortlisted candidates will be invited to undertake a timed written test online between 26 October and 6 November. Interviews will take place online on 12 and 13 November. |

### 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 include 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

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| **What skills and experience do you have in digital communications?** (350 words approx.) |

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| **What experience do you have in working with civil society organisations and supporting the production of audio-visual and written materials?** (350 words approx) |

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

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

**Other languages**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Excellent  Very Good  Good  Satisfactory

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Excellent  Very Good  Good  Satisfactory

**General IT skills**   Excellent  Very Good  Good  Satisfactory

**Lay-outing skills**  Excellent  Very Good  Good  Satisfactory

**Audio-visual editing skills**  Excellent  Very Good  Good  Satisfactory

### 5. REFERENCES

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| --- | --- |
| Please give names, addresses and telephone number of two persons, one of whom should be your current or most recent employer (paid or voluntary work). Please 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 REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: SECOND REFERENCE Name:  Organisation:  Address:  Telephone number:  E-mail Address:  Relationship to applicant: |

### 6. DECLARATION

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| **If you were offered this position, what would be your earliest availability to start work at the PICUM Office**?  **Do you require a Belgian work permit?**  Yes  No |