##### Application Form PICUM Finance and Human Resources Officer

We can only shortlist candidates based on the information supplied in this application form. It is therefore in your interest to provide all the information that is relevant to the position in a format that 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 23:59 CET (Central European Time) on 12nd March 2025.**

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 Finance and Human Resources Officer

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

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

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

**ADDRESS**:

**EMAIL ADDRESS**:

**TELEPHONE NO**:

|  |  |
| --- | --- |
| **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 verifying 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 and interviews in March 2025. |

### 2. EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| Shortlisting is based on your skills and experience, for which 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, including any relevant courses taken or currently being undertaken.**

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

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **TRAINING:**  (Please include training which did not lead to a qualification but which you feel is relevant to the advertised post) |
|  |
|  |

### 4. EXPERIENCE/SKILLS

|  |
| --- |
| **Describe how your specific background (relevant training and professional experience) makes you well suited for this role.** (max 350 words) |

|  |
| --- |
| **Describe any specific skills and experience you have related to finance, accounting and human ressources, providing specific examples.** (max 350 words) |

**Please describe any other personal knowledge or experience you have that is relevant to this position** (max 350 words)

**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

### 5. REFERENCES

|  |  |
| --- | --- |
| Please give names, addresses and telephone number of two persons (at least one who has supervised you in an employment position) who can attest to your performance as an employee.  Please complete this section. Applications without references cannot be considered.  Relatives or partners are not acceptable as 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

|  |
| --- |
| **If you were offered this position, what would be your earliest availability to start work at the PICUM Office**?  **Please indicate on which basis you have the right to work in Belgium (or if you do not have the right to work, please indicate if you need a work permit):** |