Application Form

Events and Communications Trainee

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 to recruitment@picum.org with **your last name, first name and PICUM events and communications traineeship** in the subject line. The deadline for applications is **25 June 2025** **at 23:59 CET** (Central European Time).

All information given on the application will be treated in a confidential manner and in line with data protection legislation. In order to promote equal opportunities in the short-listing process, we will be detaching the personal information (personal details and declaration) from the rest of your application. **Please do not put your name or signature on the rest of the application form**.

Please note that only short-listed applicants will be contacted. A written exercise will be scheduled at your convenience between the 4th and 8th of July 2025. Interviews will take place online on the 9th and 10th of July 2025.

# Personal details

*Personal information will be removed for the selection process.*

**Surname**: **Name**: **Date of birth**:

**Address**:

**Email address**: **Tel/Mobile number**:

|  |  |
| --- | --- |
| **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 PICUM checking any information provided in this application**. **Date: Name:**  |

# Employment History

*Shortlisting is based on skills and experience you show and your employment history is a key indicator. Please start with your most recent employment and add as many experiences as you think relevant.*

***Indicate clearly the type of role: if it the role is/ was an employment, traineeship/ internship or volunteer position, full-time or part-time, and remote, hybrid or in-person****. We consider all experience as relevant. 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 of Employer/Organisation:**

**Address (city and country, website if available):**

**Type of role:**

From: To:

List of key duties and tasks:

Reason for leaving:

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List of key duties and tasks:

Reason for leaving:

# Education

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Level/Qualification and Institution** | **Title** | **Date Gained** | **Particularly relevant courses and/ or papers** |
|  |  |  |  |
|  |  |  |  |

*Please include training which did not lead to a qualification but which you feel is relevant to the advertised post.*

|  |
| --- |
| **Training** |
|  |

# Skills

*Please assess your skills in the following areas: (please colour-fill the corresponding box)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Written expression in English**  | Excellent  | Very good | Good | Satisfactory |
| **Written expression in French**  | Excellent  | Very good | Good | Satisfactory |
| **Written expression in Spanish**  | Excellent  | Very good | Good | Satisfactory |
| **Other language:**…………………………..  | Excellent  | Very good | Good | Satisfactory |
| **Other language:****…………………………** | Excellent  | Very good | Good | Satisfactory |
| **Office Word** | Excellent  | Very good | Good | Satisfactory |
| **Office Excel** | Excellent  | Very good | Good | Satisfactory |
| **Office Power Point** | Excellent  | Very good | Good | Satisfactory |
| **CiviCRM** | Excellent  | Very good | Good | Satisfactory |
| **Other software:****………………………..** | Excellent  | Very good | Good | Satisfactory |
| **Other software:****………………………..** | Excellent  | Very good | Good | Satisfactory |

**If you have indicated ‘Excellent’ or ‘Very good’ for any languages, please tell us in one sentence how you learned the language(s).**

# Motivation

**How would the communications and events traineeship at PICUM contribute to your professional development?** *(max. 200 words)*

**What knowledge and (personal/professional) experience would you bring to PICUM?** *(max. 300 words)*

**Is there anything additional that you would like us to be aware of that you believe is relevant to your candidacy?**(max. 150 words)

# References

*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) or professor. 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: |

# Declaration

**If you were offered this position, what would be your earliest availability to start work at the PICUM office?**

Unfortunately, the work permit system for applying from outside of Belgium does not apply to this internship program. While PICUM continues its advocacy to ensure fair regular pathways for recruitment, we regret that candidates who will need to apply for a work permit from outside of Belgium are not eligible for this internship program.

**Can you please confirm that you are eligible to work in Belgium?**

 Yes No

# Where did you see the post advertised?

**Please specify where you saw the vacancy advertised.**

 Website (please specify which)

 Social media platform (please specify which)

 Email or newsletter from another NGO (please specify which)

 Individual contacts

 Other (please specify)