**APPLICATION FORM FOR THE POSITION OF ASSISTANT LEGAL OFFICER (full-time – 40 hours)**

|  |  |
| --- | --- |
| Family name(s): | Please insert text here |
| First name(s): | Please insert text here |
| Middle name(s): | Please insert text here |
| Nationalit(y/ies): | Please insert text here |
| Gender: | Please insert text here |
| Address: | Please insert text here |
| Telephone number: | Please insert text here |
| E-mail address: | Please insert text here |
| **STUDIES** | |
| I have completed **Bachelor’s** degree / **Licentiate** | Please insert the name of the University here  Please insert the name of the degree here  Please insert relevant courses here  Completed in: Please insert year |
| I am currently enrolled in or have completed a: | **Masters**  Please insert the name of the University here  Please insert the name of the degree here  Please insert relevant courses here  Completed or expected in: Please insert year  **Juris Doctor** (JD)  Please insert the name of the University here  Please insert the name of the degree here  Please insert relevant courses here  Completed or expected in: Please insert year  **PhD**/**Doctor of Laws**  Please insert the name of the University here  Please insert the title of the research here  Completed or expected in: Please insert year |
| **RELEVANT PROFESIONAL EXPERIENCE** | |
| **Total** number of years of **legal** **work experience**: | Please insert here the number of years |
| Experience in:   * private international law **research,** * comparative law **research**, * preparation of research papers and materials for **publication.** | Private international law research  Yes  No  If yes, please provide here details of the activity(ies) and your role  Comparative law research  Yes  No  If yes, please provide here details of the activity(ies) and your role  Preparation of materials for publication  Yes  No  If yes, please provide here details of the activity(ies) and your role |
| Work experience in:  - Family law  - Commercial and Financial law  - Legal co-operation field | Family law  Yes  No  Commercial and Financial law  Yes  No  Legal co-operation  Yes  No  If yes, please insert here the field and number of years of experience  Please specify here where you gained this experience (e.g., in practice, government, academia, IO, NGO) |
| Conferences, seminars and **meetings**:   * Experience in **organising** meetings: * Experience in making **presentations**: | Organisation:  Yes  No  If yes, please provide here details of the activity(ies) and your role  Presentations:  Yes  No  If yes, please provide here details of the activity(ies) and your role |
| Professional **Memberships** / **Voluntary** Work: | If yes, please insert here which ones (e.g., bar associations, academic associations, charity work) |
| **LANGUAGES** *(when stating your level,* ***please refer,*** *to the extent possible,* ***to the levels used in the Common European Framework of Reference for Languages*** *elaborated by the Council of Europe.**You may wish to use the self-assessment grid available* [*here*](https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf)). | |
| English: | Yes, native  Yes, but non-native  No  If non-native, please state your level\* |
| French: | Yes, native  Yes, but non-native  No  If non-native, please state your level\* |
| Other languages 1: | Please insert here the language  Yes, native  Yes, but non-native  No  If non-native, please state your level\* |
| Other languages 2: | Please insert here the language  Yes, native  Yes, but non-native  No  If non-native, please state your level\* |
| **OTHER COMMENTS:** | Please insert here |
| I have **attached** to my application: | 1. This **application form** 2. A ***curriculum vitae* (CV)**:  Yes  No 3. A **letter of motivation:**  Yes  No 4. Contact details of at least **two references:**   Yes  No |
| **Complete applications should be submitted by e-mail to**<[**applications@hcch.net**](mailto:applications@hcch.net)> with the mention in the subject line: Assistant Legal Officer application\_[FAMILY NAME] [First name]  Please note, all documents should be saved in PDF format and named as follows:  [FAMILY NAME] [First name] \_ [Document Number] \_ [Document Name]  *E.g.*: SMITH John\_1\_Application form  **Incomplete applications, and those submitted after the deadline stated on the HCCH website will not be considered.** | |