**APPLICATION FOR THE POSITION OF PROJECT COORDINATOR**

**Summary of application**

Candidates are respectfully requested to provide responses to the following questions:

|  |  |
| --- | --- |
| Family name(s): | Please insert text here |
| First name(s): | Please insert text here |
| Middle name(s): | Please insert text here |
| Nationality(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 AND RELEVANT PROFESSIONAL EXPERIENCE** | |
| **University degree**: | Please insert the name of the university here  Please insert the name of the degree here  Completed in: Please insert year |
| Total number of years of **relevant professional experience**: | Please insert here the number of years |
| Professionalexperience in the **adoption field**: | Yes  No  Please insert here the number of years/months  Please specify here where you gained this experience (e.g. Central Authority, adoption accredited body, other) |
| Professional experience in the **child protection field**: | Yes  No  Please insert here the number of years/months  Please specify here where you gained this experience (e.g. government, international organisation, NGO) |
| Professional experience in **project management in a State of origin:** | Yes  No  Please insert here the number of years/months  Please specify here where you gained this experience and in what type of projects |
| Professional experience in the provision of **legal advice** for drafting legislation: | Yes  No  Please insert here the number of years/months  Please specify here where you gained this experience and on which legislations |
| Work experience in the organisation and provision of **training courses**: | Yes  No  Please specify here the number, length and nature of the courses provided |
| **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* | |
| Knowledge of the **English** language**:** | Yes, native  Yes, but non-native\*  No  \* If non-native, please state your level here |
| Knowledge of the **French** language**:** | Yes, native  Yes, but non-native\*  No  \* If non-native, please state your level here |
| Knowledge of the **Spanish** language**:** | Yes, native  Yes, but non-native\*  No  \* If non-native, please state your level here |
| **APPLICATION DOCUMENTS** | |
| 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. One **written work sample** (preferably in an area relevant to adoption/child protection) 5. Contact information for at least **two references:**   Yes  No |
| **Completed applications should be submitted by e-mail to**<[**applications@hcch.net**](mailto:applications@hcch.net)> with the mention in the subject line: Project Coordinator 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.** | |