**APPLICATION FORM FOR THE POSITION OF LEGAL OFFICER (full-time)**

|  |  |
| --- | --- |
| 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 herePlease insert the name of the degree herePlease insert relevant courses hereCompleted in: Please insert year |
| I am currently enrolled in or have completed a:  | [ ]  **Masters**Please insert the name of the University herePlease insert the name of the degree herePlease insert relevant courses hereCompleted or expected in: Please insert year[ ]  **Juris Doctor** (JD)Please insert the name of the University herePlease insert the name of the degree herePlease insert relevant courses hereCompleted or expected in: Please insert year[ ]  **PhD**/**Doctor of Laws**Please insert the name of the University herePlease insert the title of the research hereCompleted 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 [ ]  NoIf yes, please provide here details of the activity(ies) and your roleComparative law research [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your rolePreparation of materials for publication [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your role |
| Work experience in the **legal cooperation** field, including experience with the operation of the **HCCH** Apostille, Service, Evidence and Access to Justice **Conventions:** | [ ]  Yes [ ]  No If yes, please:Insert here the number of yearsSpecify here where you gained this experience (e.g., in practice, government, academia, IGO, NGO)Provide here details of the activity(ies) and your roleIf applicable, specify which HCCH Convention(s):[ ]  Apostille [ ]  Service [ ]  Evidence [ ]  Access to Justice |
| Conferences, seminars and **meetings**:* Experience in **organising** meetings:
* Experience in making **presentations**:
 | Organisation: [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your rolePresentations: [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your role |
| Work experience on **commercial / financial** law and **family** law: | Commercial law: [ ]  Yes [ ]  NoFinancial law: [ ]  Yes [ ]  NoFamily law: [ ]  Yes [ ]  NoIf yes, please insert here the field and number of years of experiencePlease specify here where you gained this experience (e.g., in practice, government, academia, IO, NGO) |
| 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 [ ]  NoIf non-native, please state your level\* |
| French:  | [ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| Other languages 1:  | Please insert here the language[ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf non-native, please state your level\* |
| Other languages 2:  | Please insert here the language[ ]  Yes, native [ ]  Yes, but non-native [ ]  NoIf 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**> with the mention in the subject line: 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.** |