**APPLICATION FORM FOR THE POSITION OF PROJECT/COMMUNICATIONS ASSISTANT (full-time)**

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| --- | --- |
| 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 **relevant work** **experience**: | Please insert here the number of years |
| Experience in:   * **Project management:** * **Communications and Social Media**: * **Finance and financial software:** | Yes  No  If yes, please provide here details of the activity(ies) and your role  Yes  No  If yes, please provide here details of the activity(ies) and your role  Yes  No  If yes, please provide here details of the activity(ies) and your role |
| **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: Project Communications Assistant \_[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.** | |