**APPLICATION FORM FOR THE POSITION OF PROJECT/COMMUNICATIONS ASSISTANT (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 **relevant work** **experience**: | Please insert here the number of years |
| Experience in:* **Project management:**
* **Communications and Social Media**:
* **Finance and financial software:**
 |  [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your role [ ]  Yes [ ]  NoIf yes, please provide here details of the activity(ies) and your role [ ]  Yes [ ]  NoIf 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 [ ]  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: 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.** |