**Application for employment**

In confidence

# Post applied for:

# Project Coordinator Property Services & Care sectors – Deadline 15 November 2024

# Based at:

**UNI Europa Office, Brussels, Belgium**

**Please read the job description carefully before completing this form.**

All documents should be submitted in word format only.

File names/email subject line should start as follows: “UE\_Vacancy Project Coordinator – Property Services & Care *[your surname]*”

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| **PERSONAL INFORMATION** | Replace with First name(s) Surname(s) |
|  | |
|  | Replace with house number, street name, city, postcode, country |
| Replace with telephone number  Replace with mobile number |
| State e-mail address |
| State personal website(s) |
| Replace with type of IM service Replace with messaging account(s) |
| Gender Enter gender | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies |

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| **JOB RELATED EXPERIENCE** |  |

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| Trade Union Experience | Replace with details of any membership and/or experience you have had regarding trade unions. |

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| NGO Experience/EU institutions | Replace with details of such experience. |

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| **WORK EXPERIENCE** |  |

[Add separate entries for each experience. Start from the most recent.]

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| Replace with dates (from - to) | Replace with occupation or position held |
| Replace with employer’s name and locality (if relevant, full address and website) |
| * Replace with main activities and responsibilities |
| Business or sector Replace with type of business or sector |

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| **EDUCATION AND TRAINING** |  |

[Add separate entries for each course. Start from the most recent.]

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| Replace with dates (from - to) | Replace with qualification awarded | Replace with EQF (or other) level if relevant |
| Replace with education or training organisation’s name and locality (if relevant, country) | |
| * Replace with a list of principal subjects covered or skills acquired | |

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| **PERSONAL SKILLS** |  |

[Remove any headings left empty.]

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| Mother tongue(s) | Replace with mother tongue(s) | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
| Replace with language | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Replace with name of language certificate. Enter level if known. | | | | |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Communication skills | Replace with your communication skills. Specify in what context they were acquired. Example:   * good communication skills gained through my experience as sales manager |

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| Organisational / managerial skills | Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:   * leadership (currently responsible for a team of 10 people) |

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| Job-related skills | Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:   * good command of quality control processes (currently responsible for quality audit) |

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| Digital skills | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Enter level | Enter level | Enter level | Enter level | Enter level |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
|  | Replace with name of ICT-certificates | | | | |
|  | Replace with your other computer skills. Specify in what context they were acquired. Example:   * good command of office suite (word processor, spread sheet, presentation software) * good command of photo editing software gained as an amateur photographer | | | | |

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| Other skills | Replace with other relevant skills not already mentioned. Specify in what context they were acquired. Example:   * carpentry |

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| Driving licence | Replace with driving licence category/-ies. Example:  B |

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| **ADDITIONAL INFORMATION** |  |

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| Publications  Presentations  Projects  Conferences  Seminars  Honours and awards  Memberships  References  Citations  Courses  Certifications | Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  Example of publication:   * How to write a successful CV, New Associated Publishers, London, 2002.   Example of project:   * Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012). |

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| **ANNEXES** |  |

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|  | Replace with list of documents annexed to this form. Examples:   * copies of degrees and qualifications; * testimonial of employment or work placement; * publications or research. |

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| **CANDIDATE STATEMENT** |  |

Please answer following questions:

1. What is your greatest professional or personal achievement? (250 words)
2. What do you think the role of unions should be in 2024? (250 words)
3. What do you believe is the most important workforce issue in the cleaning/private security or care sector? (Please focus on one sector) (250 words)

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| **JOB RELATED INFORMATION** |  |

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| Earliest start date if successful | Replace accordingly |

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| How did you hear about  this vacancy? | Replace accordingly |  |

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| **REFERENCES** |  |

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| **Referee 1** | **Replace with full name** |
| Address | Replace accordingly |
| In what capacity do you know him/her? | Replace accordingly |
| For how long have you known him/her? | Replace accordingly |
| Daytime Contact Number | Replace accordingly |
| Email address | Replace accordingly |
| Can we contact this referee now? | Replace accordingly |

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| **Referee 2** | **Replace with full name** |
| Address | Replace accordingly |
| In what capacity do you know him/her? | Replace accordingly |
| For how long have you known him/her? | Replace accordingly |
| Daytime Contact Number | Replace accordingly |
| Email address | Replace accordingly |
| Can we contact this referee now? | Replace accordingly |

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| **DECLARATION** |  |

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| **I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that any false information or omissions found at a later date may lead to dismissal without notice.**  **If sent electronically, without signature, you automatically agree to the declaration.** |

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| Signature and date |  |