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|  |  | | | **Application for employment**  In confidence | | | |
|  | Post applied for:LEGAL COUNSEL, PLAYER & HUMAN RIGHTSUNI WORLD ATHLETES (FULL TIME - TWO YEAR FIXED CONTRACT)  Based at: **UNI HEAD OFFICE, NYON, SWITZERLAND** | | | | | | |
|  |  | | |  | | | |
| Please read the job description, carefully before completing this form.  This form will be photocopied so please write clearly in **BLACK** ink and in CAPITALS or type. | | | | | | | |
| **Personal details** | | | | | | | |
| Family name: | |  | | | Mr  Mrs  Miss  Ms  Other | | |
| Forename(s): | |  | | | If other, please specify | |  |
| Home Address: | |  | | | | | |
| Country: | |  | | | | | |
| Home Email: | |  | | | | | |
| Home Tel: | |  | Mobile: | | |  | |
| Nationality: | |  | Date of Birth: | | |  | |
|  | | | | | | | |
| How did you hear about this vacancy? | | | | | | | |
|  | | | | | | | |
| Do you have a Swiss resident/work permit and if so which type: | | | | | | | |
| Yes  No Type :  C  B  L  G  CH Citizen | | | | | | | |
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| **Trade Union/NGO Experience** |
| Please could you detail any membership and/or experience you have had in the trade unions and Non-Governmental Organisations. |

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| **Professional or Vocational Education & Training** |
| |  |  |  | | --- | --- | --- | | Where attended | Dates | Course(s) attended/qualification(s) obtained | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Other relevant education or training** |
| Please detail any other relevant education and training you have undertaken. In particular, those that will bring key skills to the role. |

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| **Languages** | | | | | | | | | | | | |
| **Oral** | | Please state competence: | | | |  | | | **Written** | | | Please state competence: |
| English |  |  | | | | English | |  |  |
| French |  |  | | | | French | |  |  |
| Spanish |  |  | | | | Spanish | |  |  |
| German |  |  | | | | German | |  |  |
| Italian |  |  | | | | Italian | |  |  |
| Swedish |  |  | | | | Swedish | |  |  |
| Portuguese |  |  | | | |  | | | Portuguese | |  |  |
| Please state other languages and level of competence: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| **Computer / IT Knowledge** | | | | | | | | | | | | |
|  | | |  | | Please state proficiency: | |  |  | |  | | Please state proficiency: |
| MS Word | | |  | |  | |  | Internet/Email | |  | |  |
| MS Excel | | |  | |  | |  | MS Publisher | |  | |  |
| MS Powerpoint | | |  | |  | |  |  | |  | |  |
| MS Access | | |  | |  | |  |  | |  | |  |
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| Please detail any certificates or other programme knowledge: | | |  | | | | | | | | | |

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| **Employment history** | | | |
| Please give full details of your work experience (including voluntary work where this has been your main activity) starting with your present or most recent employer. If necessary, continue on a separate sheet at the bottom. | | | |
| Name and address of present/last employer: |  | | |
| Position held: |  | | |
| Date of employment: |  | to: |  |
| Earliest start date if successful: |  | Current Salary |  |
| Duties and responsibilities: |  | | |
| Reason for leaving? |  | Expected salary? |  |
|  | | | |
| **Previous Employment History**  Please indicate dates, employer’s name and address, position held, key responsibilities and reason for leaving | | | |
|  | | | |
| **Employment History** (continued) | | | |

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| **CANDIDATE STATEMENT** |
| **In no more than 1,000 words**,  please describe the qualities and skills that you will bring to the job of Legal Counsel, Player & Human Rights |
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| **References** | | | | | | | | |
| Please give the names and addresses of two people whom we may approach for a reference. They should have known you in a professional capacity. | | | | | | | | |
| **REFEREE 1** | | | | | | | | |
| Full Name: | |  | | | | | | |
| Address : | |  | | | | | | |
| In what capacity do you know him/her? | |  | | | | For how long have you known him/her? | |  |
| Daytime Contact Number: | |  | | | | Can we contact this referee now? | | Yes  No |
| **REFEREE 2** | | | | | | | | |
| Full Name: | | |  | | | | | |
| Address: | | |  | | | | | |
| In what capacity do you know him/her? | | |  | | | | For how long have you known him/her? |  |
| Daytime Contact Number: | | |  | | | | Can we contact this referee now? | Yes  No |
|  | | | | | | | | |
| **Declaration** | | | | | | | | |
| **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. I am aware that submitting an incomplete application form may cause my application to be refused.  If sent electronically, without signature, you automatically agree to the declaration. I agree** | | | | | | | | |
| **Signed:** |  | | | **Date:** |  | | | |
|  | | | | | | | | |
| **Returning your application** | | | | | | | | |
| **This document and any other relevant documentation should be submitted with your application in word format only.**  **By email** : [jobs@uniglobalunion.org](mailto:jobs@uniglobalunion.org) with the subject heading “Vacancy – LCPHR”  **APPLICATIONS WILL BE ACCEPTED UNTIL: 09.00hrs (Swiss local time) 14TH APRIL 2017  We assure you that the process will be totally confidential and that we will acknowledge all applications received.**  **Please note: The short listing process will be done solely on this application form and not on any attached CV.** | | | | | | | | |