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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** |
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| 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** |
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| Where attended | Dates | Course(s) attended/qualification(s) obtained |
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| **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? |  |
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| **Previous Employment History**Please indicate dates, employer’s name and address, position held, key responsibilities and reason for leaving |
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| **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 [ ]  |
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| **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 with the subject heading “Vacancy – LCPHR”**APPLICATIONS WILL BE ACCEPTED UNTIL: 09.00hrs (Swiss local time) 14TH APRIL 2017We 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.** |