

**STANDARD APPLICATION FORM FOR EMPLOYMENT**

**Confidential**

All information given on the application will be treated in a confidential manner.

Please note that the first page of this application form (personal details and declaration) will be detached from the rest of your application to promote equal opportunities in the short-listing process. Shortlisting will take place by evaluating the (anonymised) application forms against the person specification for the position.

Please do not put your name or signature on the rest of the application form.

Please complete in English:

|  |  |
| --- | --- |
| **Forename(s) or given name**: |  |
| **Surname**: |  |
| Title |  |
| Position you’re applying for: | **Director** |
| Where you saw this job advertised: |  |
| Address: |  |
| Postcode/City: |  |
| Country: |  |
| Email address: |  |
| Telephone: |  |
| Can we use these details to contact you if necessary? |  |

**Declaration**

I declare that the information provided on this form is correct to the best of my knowledge and understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to dismissal without notice. I declare that I am eligible to live and work in Belgium.

**Name: Date:**

Once completed, please return this form by email to:  [suzanna.fuino@socialplatform.org](mailto:suzanna.fuino@socialplatform.org)

**Closing date for receipt of applications: Monday, 8 March 2021 at 12:00 noon CET. Interviews of shortlisted candidates will start week beginning Monday 15 March 2021.**

FOR SOCIAL PLATFORM USE (DO NOT COMPLETE)

Anonymous candidate number:

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Anonymous candidate number:

**1. Education and / or other equivalent experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address  of college / university / organisation** | **From / to** | **Full- /  part-time / other** | **Qualifications / experience obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2. Training and development**

**Please give details of any training courses attended which are of direct relevance to your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title** | **From/to** | **Course provider** | **Summary of content** |
|  |  |  |  |
|  |  |  |  |

**3. Languages**

**Please specify your level of competence within a range of 1 to 4 (with 4 being the highest).**

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| English |  |  |
| Others (please specify): |  |  |
|  |  |  |
|  |  |  |

**4. Present and previous occupations**

**Please give details of your three most recent positions. Please include any unpaid work that is relevant to the post and explain any gaps.**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name and  address | From / to (month / year) | Position held including brief description of your main activities and responsibilities | Reason for leaving the position |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name and  address | From/to (month/year) | Position held including brief description of your main activities and responsibilities | Reason for leaving the position |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name and  address | From/to (month/year) | Position held including brief description of your main activities and responsibilities | Reason for leaving the position |
|  |  |  |  |

**6. Offers of employment may be subject to receipt of satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, who should be your present or most recent supervisors. Referees will not be contacted without your prior permission.**

|  |  |
| --- | --- |
| **a) Name** |  |
| Position |  |
| Email |  |
| Telephone number |  |
| What is your connection with this referee? |  |
| Can we approach this referee prior to interview? |  |
| **b) Name** |  |
| Position |  |
| Email |  |
| Telephone number |  |
| What is your connection with this referee? |  |
| Can we approach this referee prior to interview? |  |

7. If successful, when would you be able to take up the post?

**8.** **Please use the space below to address all questions and limit each answer to no more than 350 words:**

**Which strategic leadership qualities do you have which correspond to leading a secretariat team?**

**What experiences and successes have you had in engaging and influencing policy makers on social policy (or other related policy) issues?**

**What experience do you have with a membership driven organisation? Please note any achievements you have in promoting active participation of members and good governance of an organisation.**

**Please indicate what size of budget you have been responsible for up to now and highlight any experience in ensuring financial sustainability for an organisation and implementing successful fundraising strategies.**