



## APPLICATION FOR EMPLOYMENT

Post applied for: **Global Coordinator : OSH and Technology**

Based at: **UNI HEAD OFFICE, NYON, SWITZERLAND**

Please read the job description carefully before completing this form.

PERSONAL DETAILS					
Family name:				Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
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?					
LANGUAGES					
Oral		Level of proficiency:		Written	
English		<input type="checkbox"/>		English	
French		<input type="checkbox"/>		French	
Spanish		<input type="checkbox"/>		Spanish	
German		<input type="checkbox"/>		German	
Other languages and level of proficiency:					
IT SKILLS					
		Level of proficiency:			
MS Word		<input type="checkbox"/>		MS Excel	
MS PowerPoint		<input type="checkbox"/>		MS Outlook	
Internet		<input type="checkbox"/>		MS Access	
MS Publisher		<input type="checkbox"/>		Adobe Acrobat	
Other IT skills and level of proficiency:					

**TRADE UNION EXPERIENCE**

If applicable

**RELEVANT EDUCATION & TRAINING**

Course(s) attended/qualification(s) obtained	Dates	Location

**ADDITIONAL PROFESSIONAL & VOCATIONAL TRAINING**

Course(s) attended/qualification(s) obtained	Dates	Location

## EMPLOYMENT HISTORY

Please give full details of your work experience (including voluntary work, where this has been your main activity) starting with your most recent employer.

Name and location of most recent employer:

Position held:

Date of employment:

To:

Responsibilities:

Reasons for leaving:

### **Employment History** (continued)

Please indicate dates, employer's name and location, position held, key responsibilities and reason for leaving.

## CANDIDATE STATEMENT

In no more than 1,000 words, please describe the qualities and skills that you would bring to this job.

## REFERENCES

Please provide the names and addresses of three references. They should have known you in a professional capacity and at least two of them should have been your direct superior.

### REFEREE 1

Full Name:

Address:

In what capacity do you know him/her?

For how long have you known him/her?

**Email Address:**

**Phone 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?

**Email Address:**

**Phone number:**

Can we contact this referee now?

Yes  No

### REFEREE 3

Full Name:

Address:

In what capacity do you know him/her?

For how long have you known him/her?

**Email Address:**

**Phone 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 agree to the declaration above.

I agree

Date:

## Returning your application

CV, work certificates and diplomas should be submitted with your application via email to: **jobs@uniglobalunion.org** with the subject heading “**Global Coordinator : OSH and Technology**”.

We assure you that the process will be totally confidential. Applications will be acknowledged upon receipt.