



## APPLICATION FOR EMPLOYMENT

Post applied for: **(Senior) Coordinator Commerce**

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   | <input type="checkbox"/> |
| French                                    | <input type="checkbox"/> |                       |  | French  | <input type="checkbox"/> |
| Spanish                                   | <input type="checkbox"/> |                       |  | Spanish   | <input type="checkbox"/> |
| German                                    | <input type="checkbox"/> |                       |  | German  | <input type="checkbox"/> |
| Other languages and level of proficiency: |                          |                       |  |   |                          |
| IT SKILLS                                 |                          |                       |  |   |                          |
|   |                          | Level of proficiency: |  |   |                          |
| MS Word                                   | <input type="checkbox"/> |                       |  | MS Excel  | <input type="checkbox"/> |
| MS PowerPoint                             | <input type="checkbox"/> |                       |  | MS Outlook  | <input type="checkbox"/> |
| Internet                                  | <input type="checkbox"/> |                       |  | MS Access   | <input type="checkbox"/> |
| MS Publisher                              | <input type="checkbox"/> |                       |  | Adobe Acrobat   | <input type="checkbox"/> |
| 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? |  |
| <b>Email Address:</b><br><b>Phone number:</b> |  | Can we contact this referee now?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### REFEREE 2

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| Full Name:                                    |  |                                      |  |
| Address:                                      |  |                                      |  |
| In what capacity do you know him/her?         |  | For how long have you known him/her? |  |
| <b>Email Address:</b><br><b>Phone number:</b> |  | Can we contact this referee now?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### REFEREE 3

|   |  |                                      |  |
|---|--|--------------------------------------|--|
| Full Name:                                    |  |                                      |  |
| Address:                                      |  |                                      |  |
| In what capacity do you know him/her?         |  | For how long have you known him/her? |  |
| <b>Email Address:</b><br><b>Phone number:</b> |  | Can we contact this referee now?     | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## 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 “**(Senior) Coordinator Commerce**”.

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