**Application for Employment**

**POSITION:** Project Manager – “Innovating European lawyers to advance the rights of children with mental disabilities”

**PLEASE NOTE:** CVs alone are not accepted for this post

**DEADLINE:** 1 December 2015, 18:00 GMT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **APPLICANT INFORMATION** | | | | | |
| First name |  | | Surname |  | |
| Address |  | | Phone (home) |  | |
| Phone (work) |  | |
| Post code |  | Mobile |  | |
| Country |  | | Skype ID |  | |
| Nationality |  | | May we contact you at work? | | Yes No N/A |
| Do you have the right to live and work in the EU? | | | Yes No |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **EDUCATION AND QUALIFICATIONS** | | | |
| *Please provide details of academic qualifications obtained at university, college and high school levels, starting with the most recent first. Please add additional rows if required.* | | | |
|  |  |  |  |
| Subject/qualification |  | Educational establishment *(name, address)* |  |
| Dates (from, to) |  |
|  |  |  |  |
| Subject/qualification |  | Educational establishment *(name, location)* |  |
| Dates (from, to) |  |
|  |  |  |  |
| Subject/qualification |  | Educational establishment *(name, location)* |  |
| Dates (from, to) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional qualifications** | | | |
| Subject/qualification |  | Institution (name, address) |  |
| Dates (from, to) |  |
|  |  |  |  |
| Subject/qualification |  | Institution (name, address) |  |
| Dates (from, to) |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **EMPLOYMENT HISTORY** | | | | | | | |
| *Please provide details of your employment history starting from your current or most recent position. Please add in additional rows if necessary.* | | | | | | | |
|  | |  | | |  | |  |
| Title |  | | | Employer (name, address, | |  | |
| Describe your key responsibilities and achievements | | |  | | | | |
| From |  | | | To | |  | |
|  | |  | | |  | |  |
| Title |  | | | Employer (name, address, | |  | |
| Describe your key responsibilities and achievements | | |  | | | | |
| From |  | | | To | |  | |
|  | |  | | |  | |  |
| Title |  | | | Employer (name, address, | |  | |
| Describe your key responsibilities and achievements | | |  | | | | |
| From |  | | | To | |  | |
|  | |  | | |  | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **VOLUNTARY/UNPAID POSITIONS** | | | | | | | |
| *Please add details of your voluntary or unpaid positions here, starting from the most recent. You can add additional sections if needed.* | | | | | | | |
|  | |  | | |  | |  |
| Title |  | | | Organisation | |  | |
| Briefly describe the role | | |  | | | | |
| From |  | | | To | |  | |
|  | |  | | |  | |  |
| Title |  | | | Organisation | |  | |
| Briefly describe the role | | |  | | | | |
| From |  | | | To | |  | |
|  | |  | | |  | |  |
| Title |  | | | Organisation | |  | |
| Briefly describe the role | | |  | | | | |
| From |  | | | To | |  | |

|  |
| --- |
| 1. **YOUR MOTIVATION FOR APPLYING** |
| *Please explain why you are applying for this post.*  *Maximum length: half page* |
|  |

|  |
| --- |
| 1. **RELEVANT PREVIOUS EXPERIENCE** |
| *Please explain how your previous experience (paid, unpaid, voluntary, etc.) make you a suitable candidate for the position. You are advised to address the key features of the role applied for, as set out in the Job Description. Maximum length: one page* |
|  |

|  |
| --- |
| 1. **SKILLS AND KNOWLEDGE** |
| *Please refer to the list of skills and knowledge required for the post, set out in the Job Description, and describe how you meet these. Maximum length: half page* |
|  |

|  |
| --- |
| 1. **PERSONAL ATTRIBUTES** |
| *MDAC is a fast-paced, international environment, and actively contributes to broader disability rights and human rights movements. What personal attributes make you stand out?*  *Maximum length: half page.* |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **REFERENCES** | | | | | | |
| *We require candidates to nominate two referees who can comment on their suitability for the post before an offer of employment. One reference must be the applicant’s present or most recent supervisor. The second referee should be able to comment on the applicant’s suitability for the post. References will only be taken up following interviews, and with permission of the applicant.* | | | | | | |
|  | |  | |  | |  |
| Name  (REFEREE 1) |  | | | | | |
| Relationship to the applicant |  | | Title | |  | |
| Organisation, address |  | | Phone | |  | |
| Email | |  | |
| *Period of relationship* |  | |  | |  | |
|  | |  | |  | |  |
| Name  (REFEREE 2) |  | | | | | |
| Relationship to the applicant |  | | Title | |  | |
| Organisation, address |  | | Phone | |  | |
| Email | |  | |
| *Period of relationship* |  | |  | |  | |

|  |  |
| --- | --- |
| 1. **DECLARATIONS** | |
| 1. I hereby apply for the position of **Project Manager – “Innovating European lawyers to advance the rights of children with mental disabilities”** 2. I understand that any offer of employment will be subject to the requirements of any relevant laws governing the rights to reside and work, and will provide necessary personal documentation should this be required. 3. I consent to the information on this form being processed and stored for the purpose of recruitment and selection at the Mental Disability Advocacy Centre (MDAC), and if appointed, for the purposes of employment at MDAC. 4. I confirm that to the best of my knowledge, the information I have provided on this application form is true and correct. 5. I understand that submission of this application form to MDAC, whether physically or in electronic format (e-mail), will be deemed as acceptance of these declarations. | |
| Please type your full name in BLOCK CAPITALS to acknowledge the above declarations: |  |
| Date |  |

**Please return this form by e-mail to:** [JoinTheTeam@mdac.org](mailto:JoinTheTeam@mdac.org)

**Subject line:** Application – REF: Child Justice

**Closing date and time:**  1 December 2015, 18:00 GMT  
 Late applications will not be considered